Review Employee Career Profile

You can review career details - like skills and experiences - about the employees you manage.

1. Using the search bar, search the employee's name. From the results, click the employee's name to access their **Workday profile**.

| Williams, Q dwight | schrute |
|--------------------|--|
| Search Results | |
| Categories | Search Results 1 items |
| Common | Common |
| Assets | Dwight Schrute |
| Organizations | Operations Tech II Princeton - Transco Station 240 Employee |
| People | |

2. From the profile, click the Career tab.

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|--------------------------------------|------------------|--|
| Dwight Schrute Operations Tech II | | |
| (Actions) | | |
| | © ⊠ & | |
| F | Phone Email Team | |
| 28 | Summary | |
| | | |
| 0 | Career | |
| 3 | Job | |
| 6 | Compensation | |
| ā | Time Off | |
| | Contact | |
| ප | Personal | |

3. Click across the tabs at the top to see their **Professional Profile**, Job History, **Languages**, **Certifications**, **Training**, **Education** and **Internal Projects**.

Professional Profile Job History 2008 - Present Job History 1999-2007 Languages Certifications Training Education Internal Projects







4. On the Professional Profile tab, view details about the employee's Job History, Skills, Education, and Internal Projects. You also have the opportunity to leave feedback for your employee on this tab, and view feedback left by others.



- 5. On the **Languages**, see what language(s) the employee has indicated they can speak, read, or write, and the level of proficiency they have in each language.
- 6. On the **Certifications** tab, see any professional certifications the employee has obtained.
- 7. On the Training tab, see what trainings your employee has completed.

