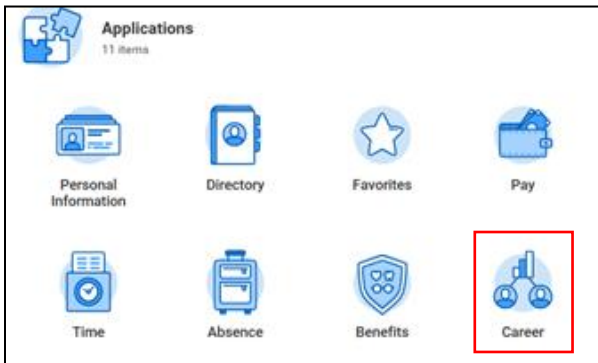
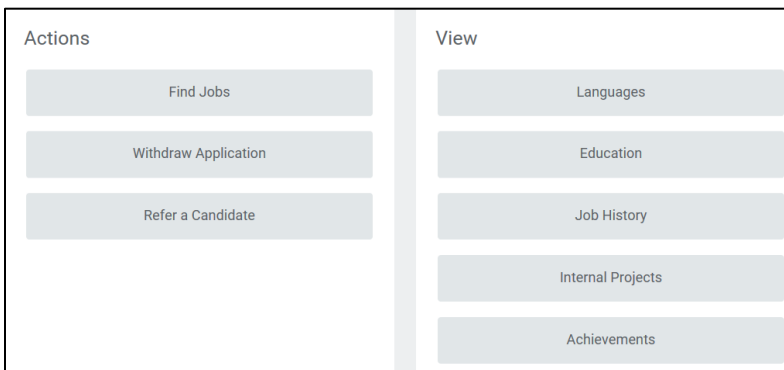


Manage Career Information

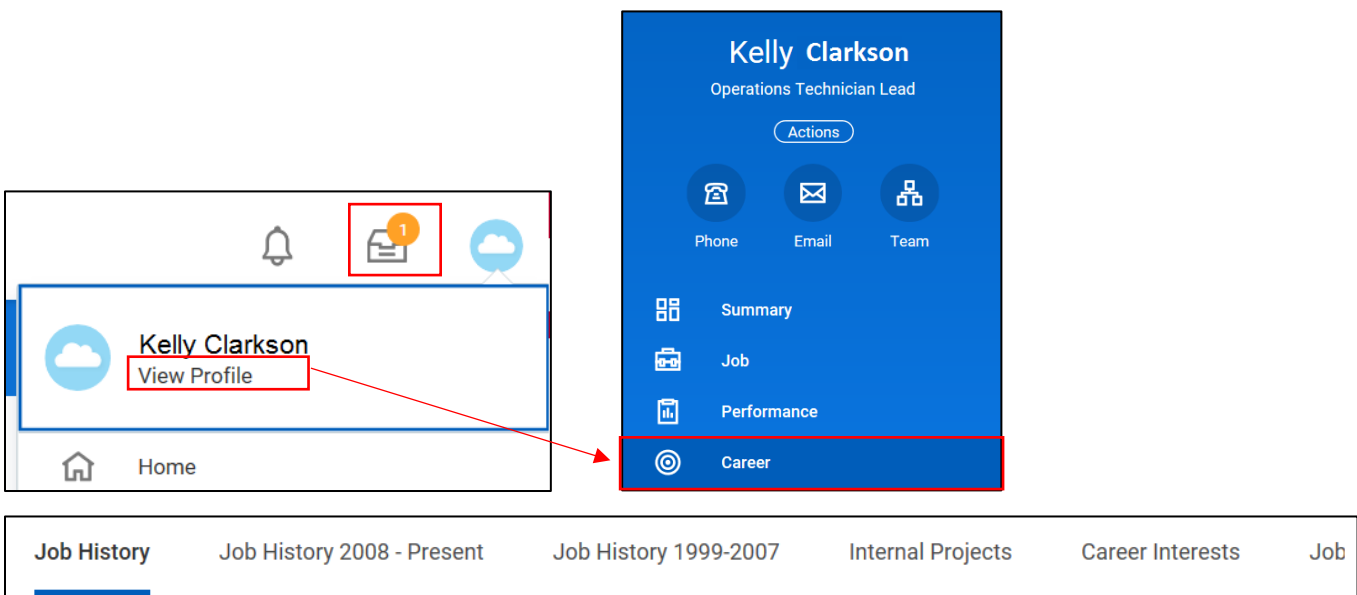
To access and update information about your Career, click the **Career** application from the Workday homepage.



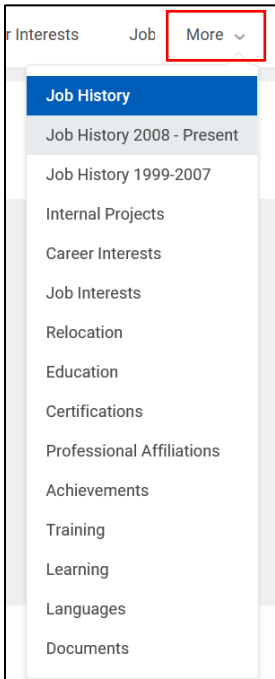
From the Career page you can update or review your information using the **Actions** or **View** column options.



Alternatively, you can access your Career information from your profile using the **Career** section on your worker profile. Click through the various tabs at the top, such as **Job History**, **Internal Projects** and **Career Interests**.



For more Career-related fields, click **More** to access the dropdown menu.



Add/Edit Job History

1. From the View column, click **Job History**.
2. Click **Add** or **Edit**.
3. Select the **Job Title** from the dropdown menu. To add the **Company**, first click the **Create New** checkbox, then type the Company into the dropdown field. Both the **Job Title** and **Company** fields are required.

Job Title *

Company *

Create New

4. Enter the duration of your time at the job you entered using the **Start Date** and **End Date** fields.

Start Date *

End Date

5. Enter any relevant **Responsibilities and Achievements**, **Location**, and any chosen **Reference** and **Contact Information**.

Responsibilities and Achievements	<input type="text"/>
Location	<input type="text"/>
Reference	<input type="text"/>
Contact Information	<input type="text"/>

- Click **Submit** to complete the addition or update.
- Alternatively, you can upload a resume to Workday, which Workday will reflect in your Career profile.
- From the **Professional Profile** tab, click **Upload** under **Upload My Experience**.

Upload My Experience

- Upload the file to Workday, then click **OK**.

Drop file here

or

Add/Edit Internal Projects

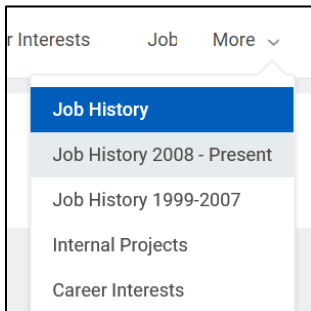
- From your Workday profile, click the **Career** tab.
- Click **More**, then **Internal Projects** from the dropdown.
- Click **Add**.
- Here you can add information about any internal projects in which you have been involved.
- Fill in the name of the **Internal Project**, **Description**, **Start/End Date** and the **Project Leader**.

Internal Project *	<input type="text" value="Workday Implementation"/>
Description	<input type="text" value="Manage change for HR systems imple"/>
Start Date	<input type="text" value="07 / 01 / 2017"/> <input type="button" value="Calendar"/>
End Date	<input type="text" value="MM / DD / YYYY"/> <input type="button" value="Calendar"/>
Project Leader	<input type="text" value="Mia Hamm"/>

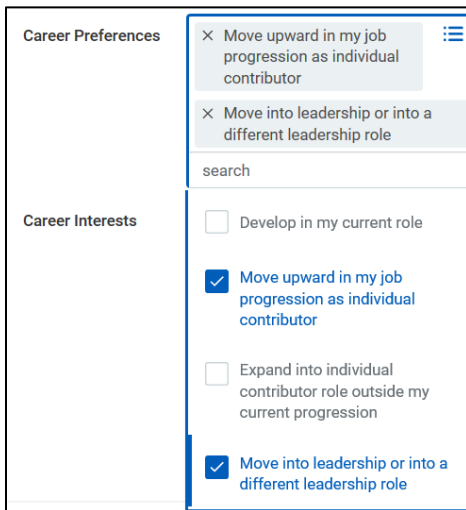
- Click **Submit** to save your changes.

Add/Edit Career Interests

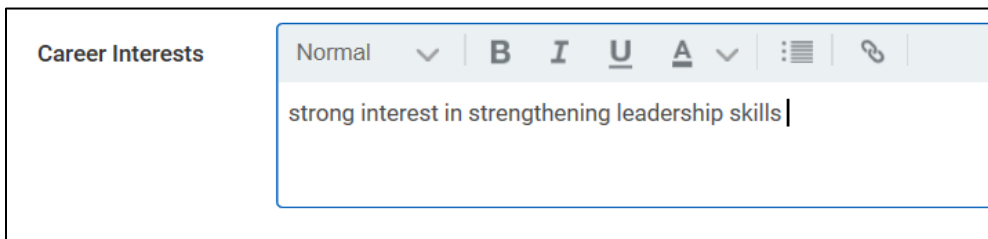
- profile, click the **Career** tab.
- Click **More**, then **Career Interests** from the dropdown.



- Click **Edit**.
- From the **Career Preferences** dropdown, select the preferences that most apply to you.



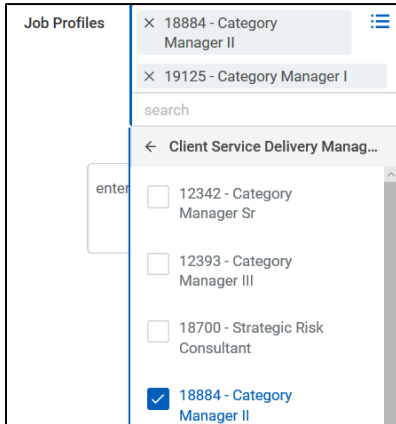
- In the **Career Interests** field, enter any interests.



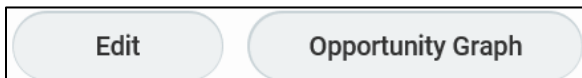
- Click **Submit** to save your changes.

Add/Edit Job Interests

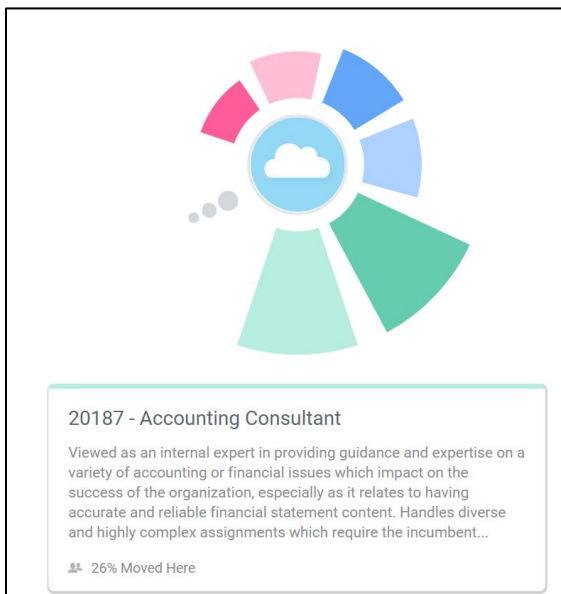
1. From your Workday profile, click the **Career** tab.
2. Click **More**, then **Job Interests** from the dropdown.
3. Click **Edit**.
4. From the **Job Profiles** dropdown, select any jobs that you may be interested in.



5. Enter any **Comments**, then click **Submit** to save your changes.
6. You can also access the **Opportunity Graph** from the **Job Interests** page. Click **Opportunity Graph** to view potential “next moves.”



7. Click on various opportunities (represented by colored shapes) to view potential opportunities for future moves.



Add/Edit Relocation

1. From your Workday profile, click the **Career** tab.
2. Click **More**, then **Relocation** from the dropdown.
3. Click **Edit**.
4. In the **Short Term** section, select whether you’re open to a short-term relocation, as well as where you’d be willing to relocate by state.

Short Term

Are you willing to relocate?

Where for short term?

- Colorado
- Kansas
- New York

5. In the **Long Term** section, select whether you’re open to a short-term relocation, as well as where you’d be willing to relocate by state.

Long Term

Are you willing to relocate?

Where for long term?

- Colorado
- Kansas
- Maryland
- New York

6. Click **Submit** to save your changes.

Add/Edit Education

1. If accessing your Career application, in the **View** column, click **Education**.
2. Click **Add** or **Edit**.
3. Select the **Country** from the dropdown menu.
4. Select your School from the dropdown menu or type a few identifying characteristics to search for it.

If you cannot find your school by name, click the **If you cannot find the school, check here** box, then type your **School** into the open text field that appears.

Country

School

If you cannot find the school, check here

5. Enter your **Degree, Field of Study, Grade Average**, etc. if you choose.

Degree	<input type="text"/>
Degree Received	<input type="text" value="select one"/>
Field of Study	<input type="text"/>
First Year Attended	<input type="text" value="YYYY"/>
Last Year Attended	<input type="text" value="YYYY"/>

6. Click **Submit** to complete the addition or update.

Add/Edit Certifications

1. From your Workday profile, click the **Career** tab.
2. Click **More**, then **Certifications** from the dropdown.
3. Click **Add**.
4. Fill in the details of the certification, including the **Country, Certification, Certification Number** and **Issued/Expiration Dates**.

Country	<input type="text" value="x United States of America"/>
Certification *	<input type="text"/>
If you cannot find the certification, check here	<input type="checkbox"/>
Certification Number	<input type="text"/>
Issued Date	<input type="text" value="MM / DD / YYYY"/>
Expiration Date	<input type="text" value="MM / DD / YYYY"/>

5. Upload any Attachments to verify the certification.
6. Click **Submit** to save your changes.

Add/Edit Professional Affiliations

1. From your Workday profile, click the **Career** tab.
2. Click **More**, then **Professional Affiliations** from the dropdown.
3. Click **Add**.
4. Fill in the designated fields, including the organization **Name, Type**, and **Relationship**.

Name *	<input type="text" value="x American Theatre Company"/>
If you cannot find the affiliation, click here	<input type="checkbox"/>
Type	Arts & Humanities
Relationship	<input type="text" value="x Member"/>

5. Fill in the organizations **Contact Information**.

Contact Information

Phone

Add

Address

Add

Email

Add

6. Click **Submit** to save your changes.

Add/Edit Achievements

1. Achievements includes Awards and Activities.
2. From your Workday profile, click the **Career** tab.
3. Click **More**, then **Achievements** from the dropdown.
4. Click **Add Award and Activity**.
5. Add the **Type**, **Title** and **Sponsor/Issuer**. Awards can be both Williams and non-Williams issued.

Type * X Williams - Champion ⋮

Title * Champion Award

Sponsor/Issuer Williams

6. Enter the **Start Date** (e.g. issue date).

Start Date * 11 / 08 / 2018 📅

7. Provide a **Description**.

Description

Normal B I U A ⋮ 🔗

Received Champion Award for contribution to team business development goals

8. Add the **Related Position** if available.

Related Position search ⋮

X Accounting Analyst Sr

- Provide the associated **URL**, if applicable.

URL

- Click **Submit**.

Add/Edit Training

- From your Workday profile, click the **Career** tab.
- Click **More**, then **Training** from the dropdown.
- Click **Add**.
- Fill in the designated fields, including the **Training** title, **Training Type**, **Description**, and date **Completed On**. Add the **Training Duration**, which should include all *contact hours* of the training.

Training *	<input type="text" value="Project Management"/>
Training Type *	<input type="text" value="Digital Course"/>
Description	<input type="text" value="Sharpen PM skills through series of virtual training workshops"/>
Completed On	<input type="text" value="11 / 13 / 2018"/>
Training Duration	<input type="text" value="6"/>

- Click **Submit** to save your changes.

Add/Edit Documents

- From your Workday profile, click the **Career** tab.
- Click **More**, then **Documents** from the dropdown.
- Click **Add**.
- Here you can upload career-associated documentation, including historical performance forms, current or historical development plans, etc.
- Upload any relevant files and select the **Document Category** from the dropdown menu (e.g., Historical Development Plan, Historical Development Form, etc.), then click **Submit** to save your changes.

Drop files here

or

Select files

Document Category *

Comment

- Historical Development Plan
- Historical Performance Form
- Interview
- Leave of Absence