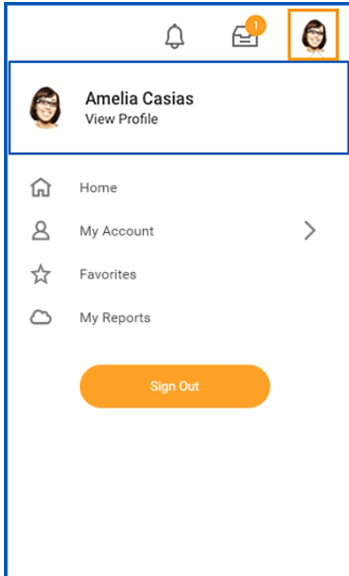


Performance:

Professional Profile

Your Workday profile contains basic information about you and can be viewed by other employees. It's a good idea to review this information and make changes as desired. Keeping your Professional Profile up to date can give a view of skills and experience data, delivering a comprehensive picture of the rich talent that exists within the walls of Geisinger.



job title, phone number, email address, and location (exact content may vary).



2. Use the Career option to add additional information in your Professional Profile.

A screenshot of the 'My Job Applications' table in Workday. The table has a header row with columns: Date Applied, Candidate Stage, Job Title, Job Requisition, Department, Hiring Manager, and Location. Below the header is one data row.

Date Applied	Candidate Stage	Job Title	Job Requisition	Department	Hiring Manager	Location
02/28/2020	In Process	Internal: Nursing Assistant	R-04334 Nursing Assistant (Open)	JM-Medical Surgical Telemetry Team (Rory Stubbs (23336))	Rory Stubbs (23336)	Geisinger Hospital

3. Click through tabs to add/edit information (NOTE: each tab will be covered in detail in next sections)

EMPLOYEE PROFILE

To access your profile, click on your picture on the top right-hand of the screen next to your name and select "View Profile" from the drop-down menu. To access the profile of another employee, type their name into the search box in the top left-hand side of the screen.

You will notice Workday defaults to your Profile Summary:

1. On the right there is the Job Details section, which displays your

FREQUENTLY ASKED QUESTIONS

1. What is a Career Profile?

It's a Workday tab that makes it easy for employees to share basic career information about themselves such as work experience, education, and skills with leaders and other employees.

2. Who can see my data?

Your personal data is always protected. Employee views of other

Performance: Professional Profile

employees is limited to picture, title, organization, and professional experience.

3. Why should I update my Career Profile in Workday?

Updating your Career Profile provides visibility to your experience and skills. Keeping your Career Profile updated provides your leader visibility to your skills, experience, aspirations, career interests and mobility preferences and also makes it easy to apply for internal job postings because your skills and work experience will transfer over into the job application.

4. What happens if I do not complete my Career Profile?

Completing your Professional Profile is optional, but having it completed could be very helpful in your career path as a Geisinger employee.

ADDITIONAL INFORMATION ON PROFILE TABS

Manage Job History

Input details related to your complete work history INCLUDING Geisinger. You also may upload your resume (click Upload My Experience) and Workday automatically populates details.

Job Title *

Company *

If you cannot find the company, click here

Start Date * MM/DD/YYYY

End Date MM/DD/YYYY

Responsibilities and Achievements

Location

Reference

Contact Information

Add Upload My Experience

Manage Career Interests

Select overall career interests from dropdown. You may select more than one. Add comments as appropriate.

Career Preferences Search

Career Interests

← Career Preference

Develop in current role

Expand subject matter expertise

Move into leadership role

Continue developing as a leader

Interested in career change

Considering retirement/building legacy

Manage Skills

Skills display on your profile and represent your knowledge and abilities. To add a skill, click **Edit > Create New Skill**.

Skills Search

Create