

Careers: Updating your Worker Career Profile

As a current employee, to submit a job application, you need to **apply as an internal candidate in Workday**.

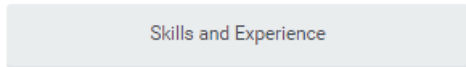
When applying for a job, you are **required to have (at minimum)** your **Job History** and **Education** in your worker career profile, but you can add more to it as well.

GETTING TO YOUR CAREER PROFILE



1. From the **Workday home page**, click on the **Career** application
2. Once in the **Career** application, click

Career



JOB HISTORY

1. Click on the **Job History** tab.
 2. Click the **Add** button to manually enter information.
 3. Then click **Submit**.
- or

Click **Upload My Experience** to be able to add your resume which will parse the information.

EDUCATION

1. Click on the **Education** tab.
 2. Click the **Add** button to manually enter information.
 3. Attach a copy of your diploma by clicking the arrow next to **Attachments** and uploading the file.
 4. Then click **Submit**.
- or

Click **Upload My Experience** to be able to add your resume which will parse the information.



Note: If you load your resume, please review the information in detail to ensure it loaded correctly. You can use the **Edit** button to correct anything that loaded incorrectly.

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CERTIFICATIONS AND CLINICAL LICENSES

Country: United States of America

Certification: *

If you cannot find the certification, check here:

Certification Number:

Issued Date: MM/DD/YYYY

Expiration Date: MM/DD/YYYY

Specialties: 0 items

*Specialty	Start Date	End Date
No Data		

Attachments: Remove

Submit Save for Later Cancel

1. Click on the **Certification** tab.
2. Click the **Add** button to manually enter information.
3. Attach a copy of your certification / license by clicking the arrow next to **Attachments** and uploading the file.
4. Then click **Submit**.
5. This will route to **your manager** to review and approve.

You can also click on the **other** tabs and use the **Edit** or **Add** buttons to complete your entire candidate profile.

Skills Job History Internal Projects Work Experience Education

Languages Competencies Certifications Training Achievements Professional Affiliations