

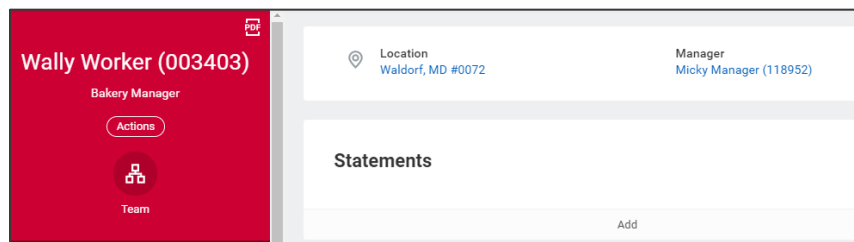
Use this job aid to add or edit your skills and experience in the Talent and Performance application.

## Edit Talent Statement

In your profile in Workday, you can add a Talent Statement that's a professional summary.

From your Home Screen:

1. Navigate to your profile.
2. Click **Add** in the Statements section.

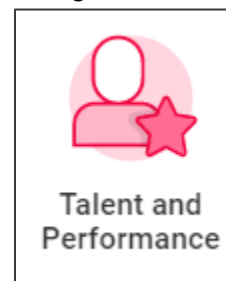


3. In the **Type** field, select **Professional Summary**.
4. In the **Statement** field, type a short statement that summarizes your professional experience.
5. Click **Submit**.

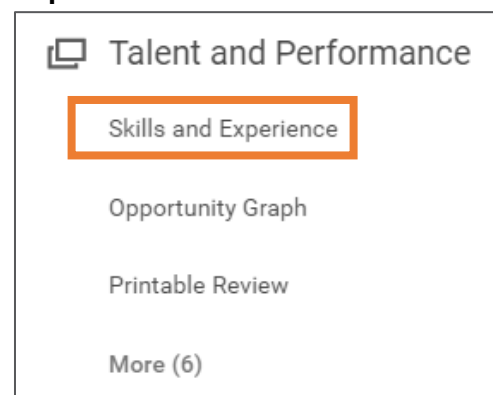
## Edit Skills and Experience

From your home screen:

1. Navigate to the **Talent and Performance** application.



2. In the **Talent and Performance** section, click **Skills and Experience**.



From this screen, select the tab for the field you want to edit.

## Skills

1. Click the **Skills** tab and click **Edit**.
2. In the **Skills** field, click **By Category** to view skills that have been added into the system. Or, click **Create** and select **Create Maintained Skill** or **Create New Skill**.

## Skills (continued)




3. Type the **Skill Name** you want to add to your profile and click **OK**.
4. Once the skill has been added, click **OK** and **Done**. This information will now be visible on your profile.

## Job History

1. Click the **Job History** tab. You have the option of adding experience manually or uploading your resume.
2. If adding manually, Click **Add**. Edit the **Job Title**, **Company** and **Start Date** fields which are required. Add any additional information if desired and click **Submit**.
3. If uploading a resume, click **Upload My Experience**. Drag and drop the file or click **Select Files** to upload it. Click **OK**.
4. Workday will populate education and job history and experience based on your resume. Edit if needed.



NOTE: You can edit sections that have a pencil icon 

. Click the pencil icon  to edit each section, the  icon to remove a section and the check mark icon 

when complete. A red asterisk \* indicates the field is required.

5. Once you've edited and reviewed the information, click **Submit**. This information will now be visible on your profile.

## Internal Projects

1. Click the **Internal Projects** tab and click **Add**.
2. In the **Internal Project** field, enter the name of the project.

3. Enter a **Description**, **Start Date**, **End Date** and **Project Leader** if desired. *These fields are not required.*
  4. Click **Add** to add additional projects.
  5. Click **Submit**. This information will now be visible on your profile.

## Work Experience

1. Click the **Work Experience** tab and click **Add**.
2. **In the Work Experience field**, click **All** to view experiences that have been added in the system, and select the experience to add to your profile. Add **Experience Level** and additional information in the **Note** field if desired. *These fields are not required.*
3. If the experience you want to add isn't in the system, click **Create Work Experience Skill**.
4. In the **Description** field, type the work experience.
5. Click **OK**.
6. Click **Add** to add additional work experience.
7. Click **Submit**. This information will now be visible on your profile.

## Education

1. Click the **Education** tab. You have the option of adding education manually or uploading your resume.
2. If adding manually, click **Add**.
3. The **Country** field automatically populates to the United States of America. Change if needed.
4. In the **School** field, search by **State/Province** and select the school.

## Education (continued)



NOTE: If the school is not listed, select **Create School** and complete the required fields marked by a red asterisk.

\*

5. Click **OK**.
6. Enter a **Degree, Degree Received, Field of Study, First Year Attended, Last Year Attended** and **Grade Average** if desired. *These fields are not required.*
7. Click **Add** to add another school.
8. Click **Submit**. This information will now be visible on your profile.

## Languages

1. Click the **Languages** tab and click **Add**.

## Certifications

1. Click the **Certifications** tab and click **Add**.
2. The **Country** field automatically populates to the United States of America. Change if needed.
3. In the **Certification** field, search by **Issuer, Country Region, Global** or **All**. Select the certification you want to add.



NOTE: If the certification is not listed, select **Create Certification** and complete the required fields marked by a red asterisk. \* Click **OK**.

4. Enter a **Certification Number, Issued Date, Expiration Date** and supporting attachments, if desired. *These fields are not required.*
5. Click **Submit**. This information will now be visible on your profile.

## Training

1. Click the **Training** tab and click **Add**.
2. In the **Training** field, type the training name.
3. In the **Training Type** field, make a selection from the dropdown menu.
4. Enter a **Description, Completed on Date** and **Training Duration** if desired. *These fields are not required.*
5. Click **Add** to add another training.
6. Click **Submit**. This information will now be visible on your profile.

## Achievements

1. Click the **Achievements** tab and click **Add Award and Activity**.
2. In the **Type** field, select from the dropdown menu. Options include external or internal accomplishments, awards, company or team award.
3. In the **Title** field, enter the title of the award or activity.
4. In the **Start Date** field, enter the date of the award or accomplishment.
5. Enter a **Sponsor/Issuer, End Date, Description, Related Position** or **URL** if desired. *These fields are not required.*
6. Click **Add** to add another award or activity.
7. Click **Submit**. This information will now be visible on your profile.

## Professional Affiliations

1. Click the **Professional Affiliations** tab and click **Add**.
2. In the **Name** field, search by **Type, Companies, Schools** or **All**. Select the professional affiliation you want to add.

## Professional Affiliations (continued)

- The **Type** field will automatically populate based on the affiliation chosen.



NOTE: If you cannot find the affiliation, check the box. In the **Name** field, enter the professional affiliation you wish to add.

Enter the **Relationship**, **Begin Date** and **End Date** if desired.  
*These fields are not required.*

- Click **Add** to add another professional affiliation.
- Click **Submit**. The information will be visible in your profile.