



Edit Professional Profile in Workday

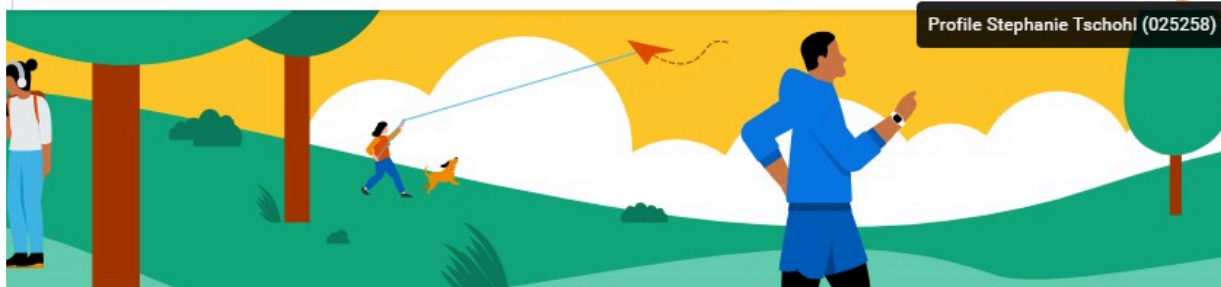
This guide provides step-by-step instructions on how to edit a professional profile in Workday. It covers various aspects such as adding training, certifications, job profiles, skill interests, career preferences, and more. If you want to update and enhance your professional profile on Workday, this guide will help you navigate the platform and make the necessary changes. Keeping an up to date professional profile will help with promotions and internal growth and development.

Stephanie Tschohl | 37 steps | 3 minutes



1 Sign into Workday.

2 Click your picture in the top right corner.



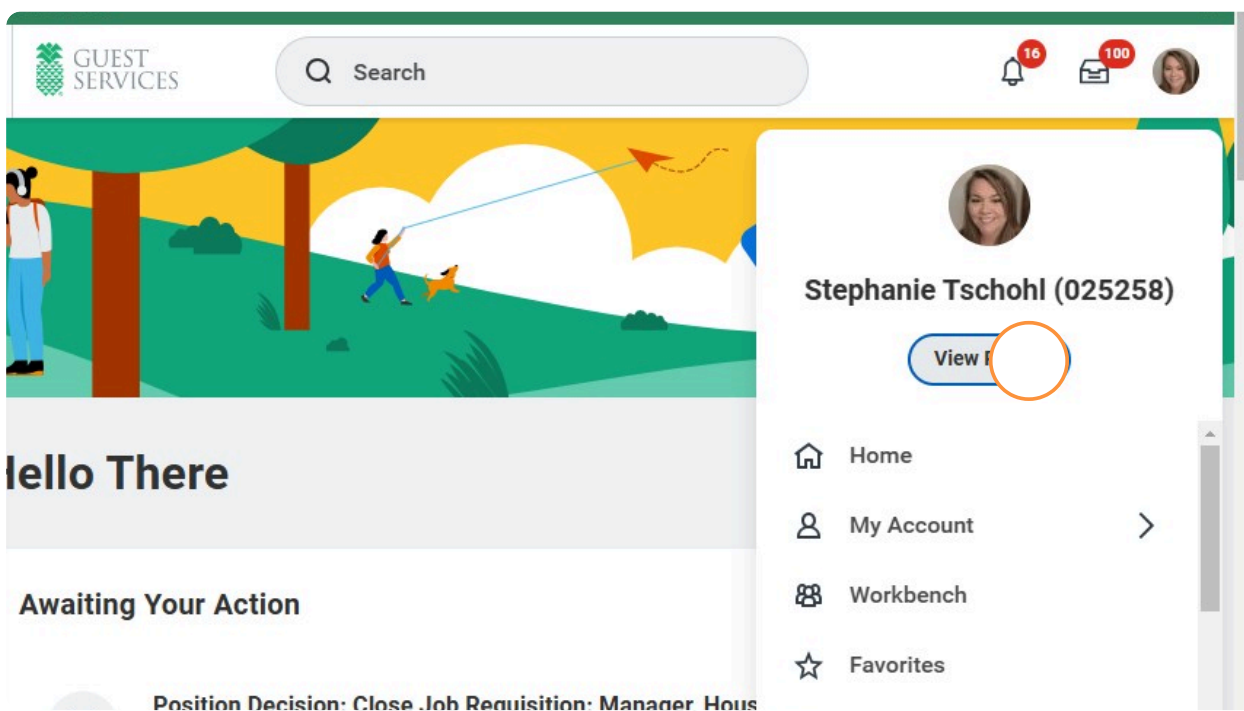
Hello There

It's Tuesday, May 14, 2024

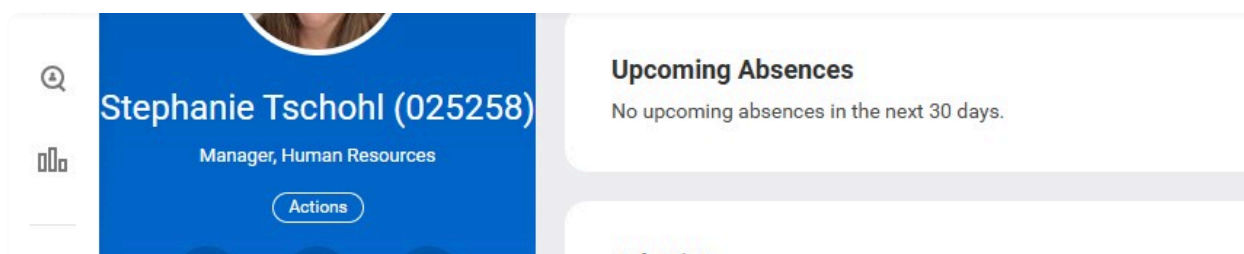
Awaiting Your Action

...

3 Click "View Profile"



4 Click "More (7)"



Summary

Job

Compensation

Benefits

Talent Acquisition Specialist

Guest Services, Inc. | April 2018 - January 2022 | 3 years 8 months

Build and maintain strong relationships with hiring managers to plan and execute talent needs

· Manage and perform full cycle recruiting including sourcing, screening, interviewing and closing top talent

· Identify and source top talent through multiple venues such as job boards, industry specific sites, college and university campus job fairs and contacts, social media outreach and other sourcing means

· Assist with the development of job descriptions

· Create and post all open requisitions through the Applicant Tracking System

· Prepare salaried offer letters, ensuring to include accurate information regarding compensation packages, bonus potential and start date information

5 Click "Career"

Summary

Job

Compensation

Benefits

Absence

Pay

Contact

Personal

Performance

Career

Travel

Less (7)

Upcoming Absences

No upcoming absences in the next 30 days.

Job History

Employee Experience Manager

Guest Services, Inc. | January 2022 - Present | 2 years 4 months

Talent Acquisition Specialist

Guest Services, Inc. | April 2018 - January 2022 | 3 years 8 months

Build and maintain strong relationships with hiring managers to plan and execute talent needs

· Manage and perform full cycle recruiting including sourcing, screening, interviewing and closing top talent

· Identify and source top talent through multiple venues such as job boards, industry specific sites, college and university campus job fairs and contacts, social media outreach and other sourcing means

· Assist with the development of job descriptions

· Create and post all open requisitions through the Applicant Tracking System

· Prepare salaried offer letters, ensuring to include accurate information regarding compensation packages, bonus potential and start date information

6 Click "Training"

Guest Services

Search

16

100

Phone

Email

Team

Summary

Job

Compensation

Learning

Certifications

More

Not Started 0 items

Learning Record

Name

Content Type

Registration Status

Date Enrolled

Completion Status


No items available


Record	Name	Type	Registration Status	Enrolled	Statu
No items availab					

7 Click "Add"


The screenshot shows the Workday Professional Profile interface. On the left is a blue navigation menu with icons and labels for Phone, Email, Team, Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, and Performance. The main content area has tabs for Learning, Training (selected), and Certifications, with a 'More' dropdown. Below the tabs, the text 'none entered' is displayed. At the bottom of the main content area, there is a black button with a white circle in the center, which is circled in orange to indicate it should be clicked.

8 Enter any trainings you've completed outside of the system here.

Add TrainingStephanie Tschohl (025258) 

Training *	<input type="text"/>
Training Type *	<div>select one ▼</div>
Description	<div></div>
Completed On	<div>MM/DD/YYYY </div>
Training Duration	<div></div>

9 Click "Submit"

Training Type *	<div>Classroom ▼</div>
Description	<div>Description of Training.</div>
Completed On	<div>05/01/2024 </div>
Training Duration	<div>60 minutes</div>


Remove

Add


 Save for Later Cancel


10 Click "Close"


Guestservices3


 GUEST SERVICES

Q Search


 16

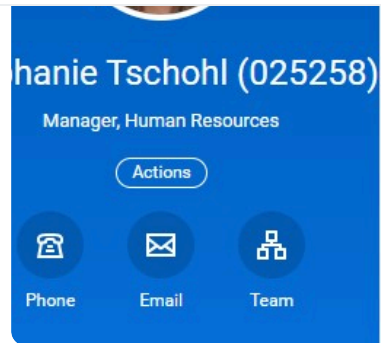
 100





You have submitted





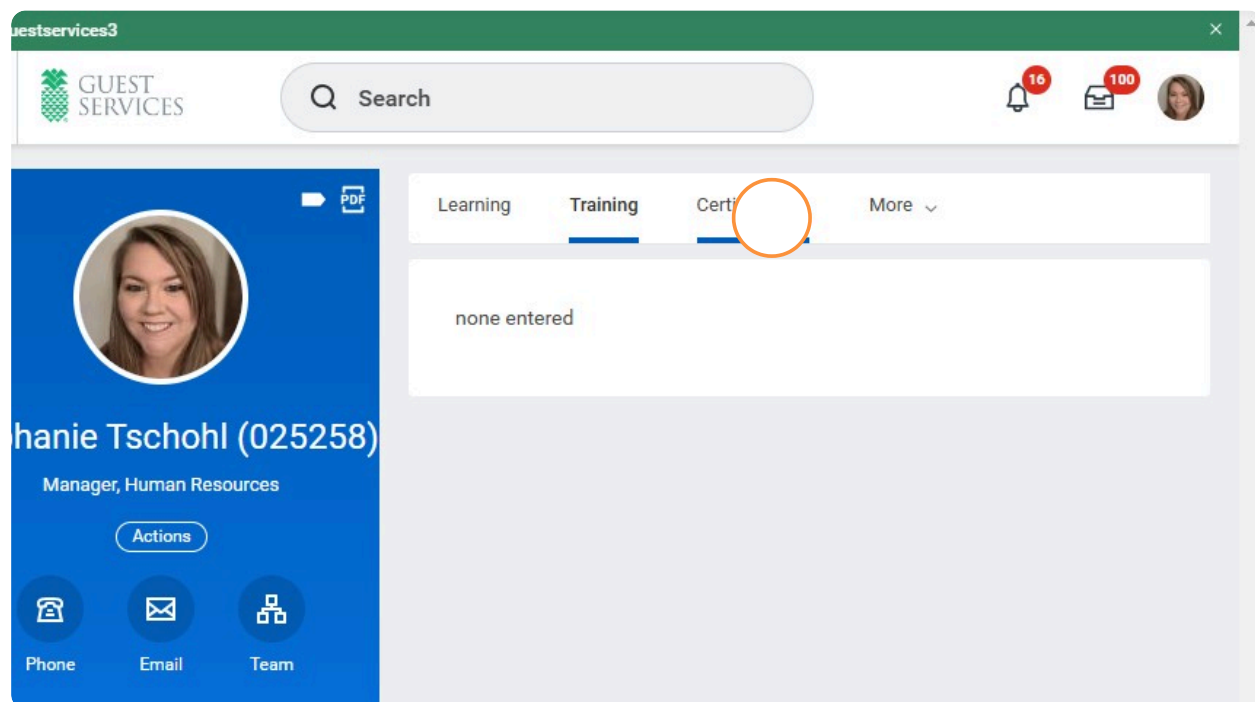
Stephanie Tschohl (025258)

Manager, Human Resources

Actions

Phone Email Team

11 Click "Certifications"



uestservices3

GUEST SERVICES

Search

16 100

Stephanie Tschohl (025258)

Manager, Human Resources

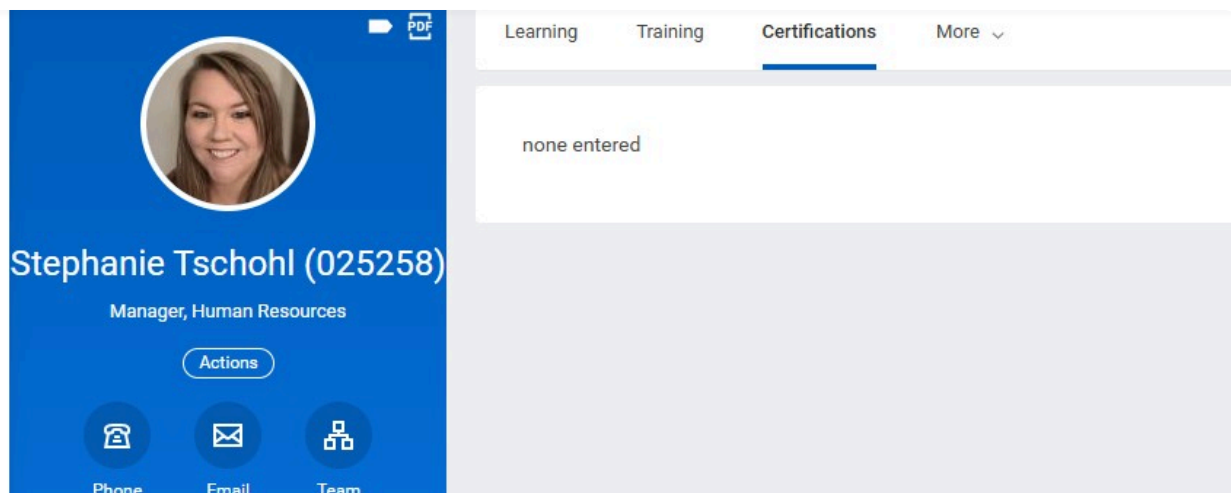
Actions

Phone Email Team

Learning Training **Certifications** More

none entered

12 Click "Edit"



Stephanie Tschohl (025258)

Manager, Human Resources

Actions

Phone Email Team

Learning Training **Certifications** More

none entered

More (10)

13 Click "Add" if you need to add any certifications.

Edit Career Profile

- Award and Activity
- Certifications**
- Education
- Interests
- Job History
- Skills
- Work Experience
- Summary

Edit Certifications

Stephanie Tschohl (025258)

+

Back Next

14 After adding any certifications, click the back arrow.

1 of 1

Country

× United States of America

Certification *

Search

× ServSafe Allergens Certification - National Restaurant Association

If you cannot find the certification, check here

15 Click "Education"

Edit Career Profile

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Edit Certifications

Stephanie Tschohl (025258)

+ Add

ServSafe Allergens Certification - National Restaurant Association

National Restaurant Association

16 Add education, then click interests.

Edit Career Profile

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Edit Education

Stephanie Tschohl (025258)

Old Dominion University
BA in History

Back Next

17 Click the "Job Profiles" field. Type in job titles that you may be interested in.

Guest Services

Search

16 101

Career Profile

Career

Job Profiles

Skill Interests

Career Preferences

Career Interests

Format B I U A

Travel

18 Click the check box next to any job titles that are of interest to you.

Guest Services

Search

16 101

Career Profile

Career

Job Profiles

Skill Interests

Career Preferences

Career Interests

Human Resources

Search Results (6)

Human Resources Analyst

Human Resources Generalist

Director, Human Resources

Skills

Travel

Work Experience

19 Click the "Skill Interests" field. You can Create Skills here.

The screenshot displays the 'Career Profile' page in Workday. On the left is a navigation menu with the following items: 'Award and Activity', 'Certifications', 'Education', 'Interests' (which is highlighted), 'Job History', 'Skills', 'Work Experience', and 'Summary'. The main content area is titled 'Career' and contains several sections: 'Job Profiles' (with a list of roles: 'Human Resources Analyst', 'Human Resources Generalist', and 'Director, Human Resources'), 'Skill Interests' (a text input field circled in orange), 'Career Preferences' (a text input field), and 'Career Interests' (a rich text editor with a toolbar showing 'Format', 'B', 'I', 'U', 'A', and list/bulleted icons). The top of the page shows a header with 'SERVICES' and a search bar.

20 Click the "Career Preferences" field.

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Skill Interests

Career Preferences

Career Interests

Format ▼ **B** *I* U **A** ▼ :≡ 🔗

Back Next

21 Click "All"

Career Profile

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Career

Job Profiles

× Human Resources Analyst ...

× Human Resources Generalist ...

× Director, Human Resources ...

Skill Interests

By Type >

All >

Search

Career Preferences

Career Interests

Format ▼ **B** *I* U **A** ▼ :≡ 🔗

Back Next

22 Click the checkbox that best describes what you're interested in. Check all that apply.

Develop at Level - stay within current role, but expand knowledge, skills, and abilities.

Broaden Career-interested in other areas of the business.

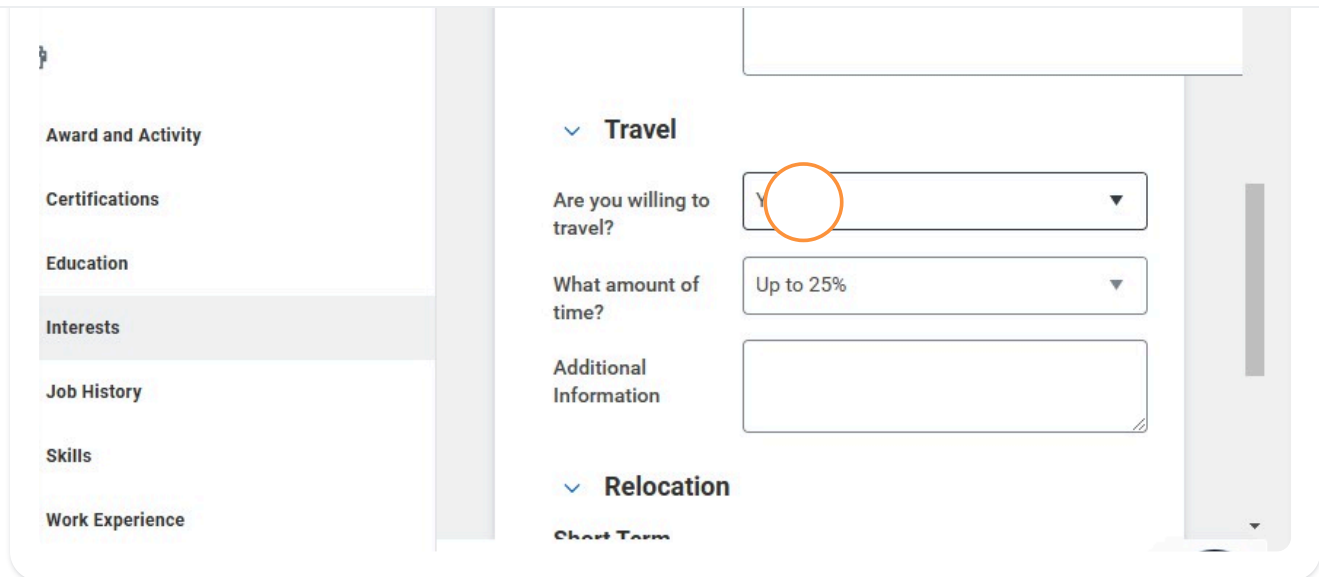
The screenshot shows the 't Career Profile' page in the Workday system. The left sidebar contains a list of profile sections: Award and Activity, Certifications, Education, Interests, Job History, Skills, and Work Experience. The main content area is titled 'Career' and includes sections for Job Profiles, Skill Interests, Career Preferences, and Career Interests. A dropdown menu is open over the 'Skill Interests' section, showing options: 'All', 'Develop at level' (highlighted with a blue bar), 'Expand Beyond Role', and 'Broaden Career'. An orange circle highlights the 'Broaden Career' option. The top of the page features the 'GUEST SERVICES' logo, a search bar, and user profile icons.

23 Scroll down

This screenshot shows the 't Career Profile' page after scrolling down. The 'Career' section is expanded, and the 'Broaden Career' option is now selected in the 'Skill Interests' dropdown menu. The 'Career Interests' section is visible below 'Career Preferences'. At the bottom of the page, there are 'Back' and 'Next' buttons. The 'GUEST SERVICES' logo and search bar are still visible at the top.

24 Answer the Travel and Relocation questions based on your preferences.

This is a partial screenshot of the Workday interface, showing the top navigation bar with the 'GUEST SERVICES' logo, a search bar, and user profile icons with notification counts (16 and 101).



Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Travel

Are you willing to travel? Y

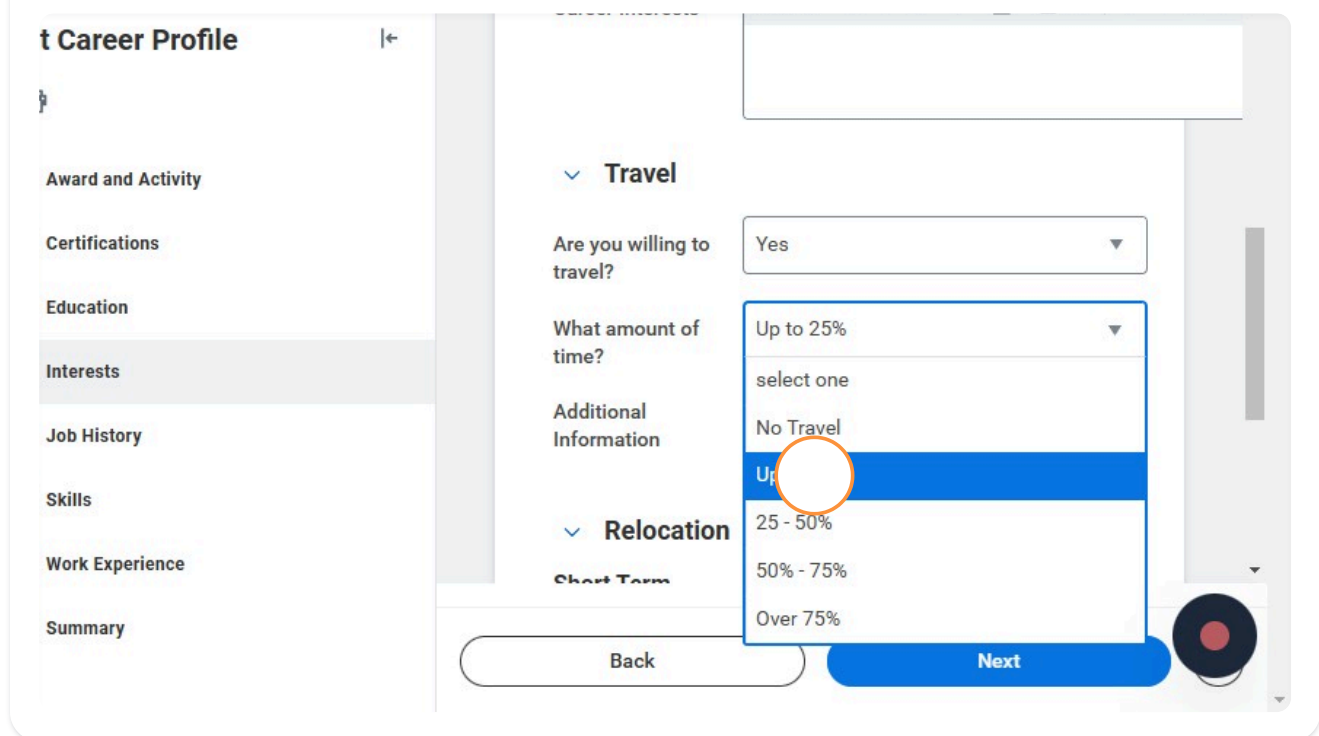
What amount of time? Up to 25%

Additional Information

Relocation

Short Term

25 Click "Up to 25%"



t Career Profile

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Travel

Are you willing to travel? Yes

What amount of time? Up to 25%

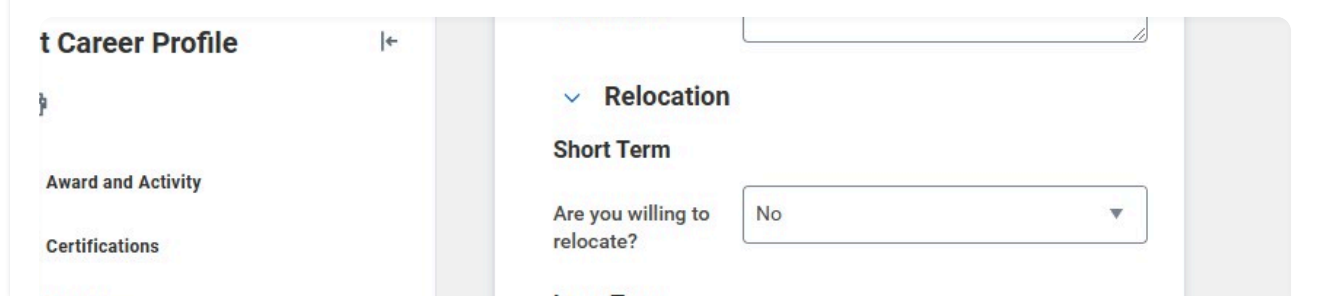
Additional Information

Relocation

Short Term

Back Next

26 Click "Next"



t Career Profile

Award and Activity

Certifications

Relocation

Short Term

Are you willing to relocate? No

Job History

Skills

Work Experience

Summary

Back Next

27 Edit job history by clicking Add.

mentation - guestservices3

MENU GUEST SERVICES Search

16 101

Edit Career Profile

- Award and Activity
- Certifications
- Education
- Interests
- Job History
- Skills

Edit Job History

Stephanie Tschohl (025258)

Click here to sort

- Employee Experience Manager
Guest Services, Inc.
- Talent Acquisition Specialist
Guest Services, Inc.
- Lead Recruiter

28 Click here.

Grid

Edit Career Profile

- Award and Activity
- Certifications
- Education
- Interests
- Job History
- Skills

EDIT JOB HISTORY

Stephanie Tschohl (025258)

+ Add

Click here to sort

- Employee Experience Manager
Guest Services, Inc.
- Talent Acquisition Specialist
Guest Services, Inc.
- Lead Recruiter



Back

Next

29 Click the "Skills" field.**t Career Profile**

Your changes have been saved



Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

**Edit Skills**

Stephanie Tschohl (025258) ...

Search for and select skills to display on your profile that represent your knowledge and abilities.

Skills

Back

Next

30 Click "Create"**t Career Profile**

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

**Edit Skills**

Stephanie Tschohl (025258) ...

Search for and select skills to display on your profile that represent your knowledge and abilities.

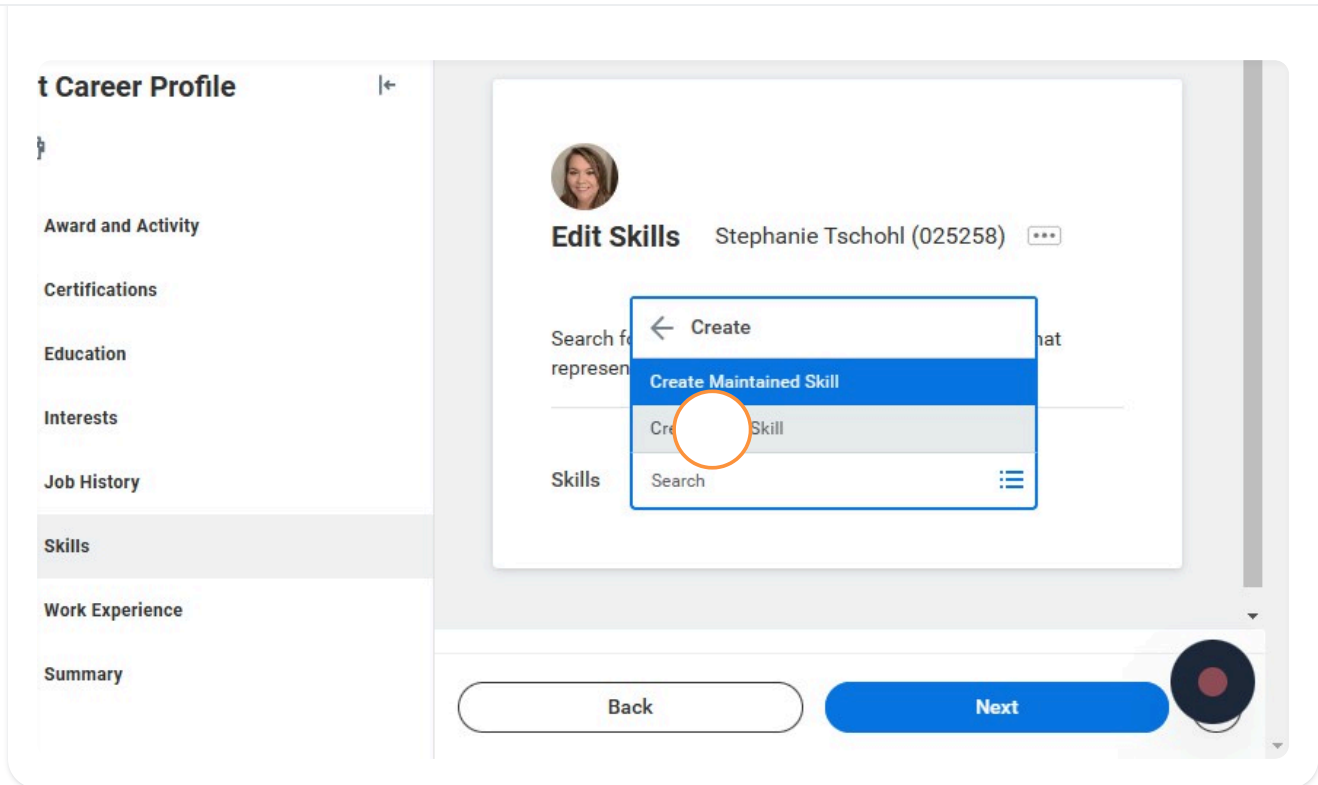
Skills

Create

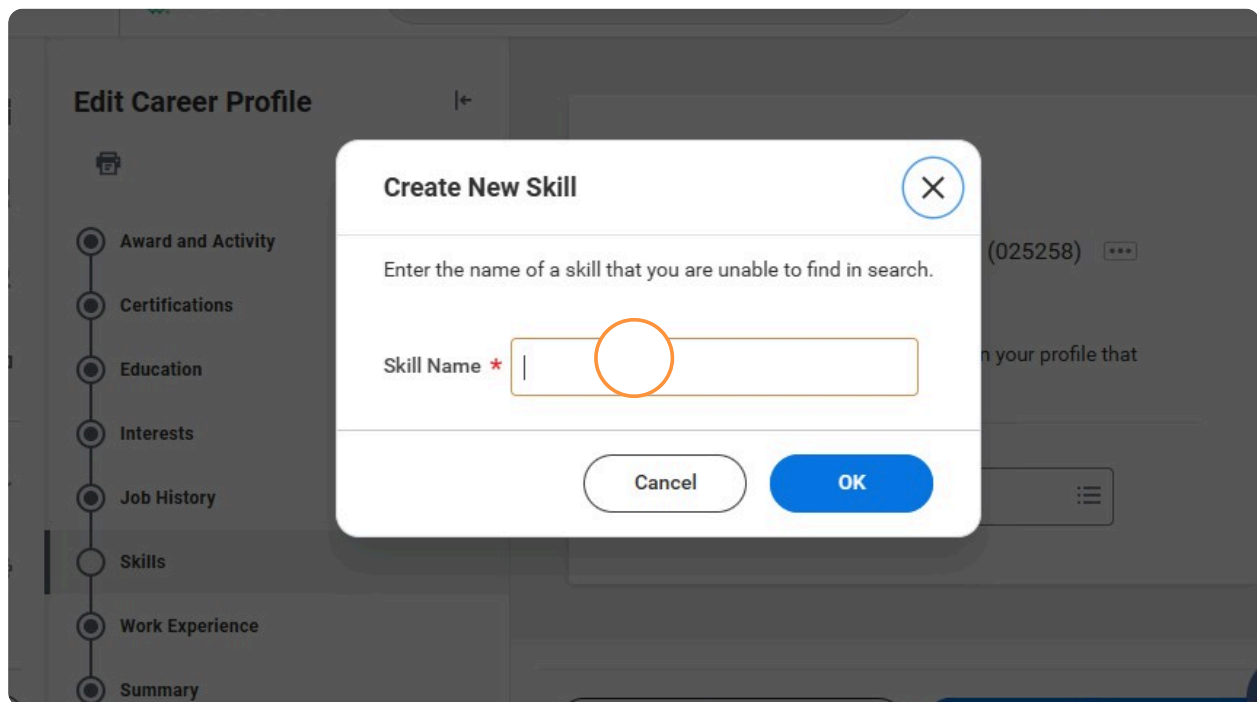
Search

Back

Next



32 Click the "Skill Name" field.



33 Type the name of a skill you want to add.

The screenshot shows the 'Create New Skill' dialog box in the Workday Career Profile interface. The dialog box is white with a dark gray border and a close button (X) in the top right corner. It contains the text 'Enter the name of a skill that you are unable to find in search.' Below this is a text input field labeled 'Skill Name *' with the text 'Presentation Skills' entered. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with an orange circle. In the background, the Career Profile page is visible, showing a sidebar with navigation links: Award and Activity, Certifications, Education, Interests, Job History, Skills, Work Experience, and Summary. The 'Skills' link is highlighted. The main content area shows a profile for Stephanie Tschohl (025258) with a 'Back' button and a 'Next' button. The 'Next' button is highlighted with an orange circle.

Create New Skill

Enter the name of a skill that you are unable to find in search.

Skill Name *

35 Click "Next"

The screenshot shows the 'Edit Skills' section in the Workday Career Profile interface. The 'Skills' link in the sidebar is highlighted. The main content area shows a profile for Stephanie Tschohl (025258) with a 'Back' button and a 'Next' button. The 'Next' button is highlighted with an orange circle. Below the profile information, there is a search bar and a list of skills. The skill 'Presentation Skills' is selected and highlighted with an orange circle. The 'Next' button is also highlighted with an orange circle.

t Career Profile

Edit Skills Stephanie Tschohl (025258)

Search for and select skills to display on your profile that represent your knowledge and abilities.

Skills

36 Edit Work Experience and click "Next"

The screenshot shows the top part of the Workday Career Profile interface. The 'Work Experience' link in the sidebar is highlighted. The main content area shows a profile for Stephanie Tschohl (025258) with a 'Back' button and a 'Next' button. The 'Next' button is highlighted with an orange circle.

t Career Profile

Work Experience

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Stephanie Tschohl (025258) ...

⊕ Add

Back

OK

37 Review your profile and Click "OK"

t Career Profile |←

Award and Activity

Certifications

Education

Interests

Job History

Skills

Work Experience

Summary

Talent Acquisition Specialist
Guest Services, Inc.

Lead Recruiter
Aerotek

Assistant Store Manager
Vineyard Vines

Assistant Store Manager: HR/Ops
Kohl's

Sales Associate/Department Supervisor/Manager
Kohl's

⋮

Back

OK