Getting Started: Manage Your Career Interests

Career interests and preferences, when paired with talent reviews, can provide your managers with valuable information for making decisions about organizational development or succession planning.

**MANAGE CAREER INTERESTS**

From the Home page:

1. Navigate to the Profile icon > View Profile. Your Employee Profile page displays.
2. Click your Related Actions icon.
4. Click the prompt icon to select a Career Preference.
5. Enter your career interests.
6. Click Submit, then Done to complete the submission step.

**MANAGE TRAVEL PREFERENCES**

From your Employee Profile page:

1. Click your Related Actions.
2. Select Talent > Edit Travel Preferences.
3. Select the appropriate response for the “Are you willing to travel?” field.
4. Enter additional information, if needed.
5. Click Submit, then Done.

**MANAGE JOB INTERESTS**

From your Employee Profile page:

1. Click your Related Actions.
2. Select Talent > Edit Job Interests.
3. Select one or more Job Profiles from the prompt.
4. Enter any comments.
5. Click Submit, then Done.

**MANAGE RELOCATION PREFERENCES**

From your Employee Profile page:

1. Click your Related Actions.
2. Select Talent > Edit Relocation Preferences.
3. Select the appropriate response from each field under Short Term and Long Term sections.
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4. Enter additional information if needed.
5. Click Submit, then Done.

EDIT YOUR PERSONAL GOALS ON MOBILE

From the Home page of your Workday Mobile application:

1. Tap on your Profile Icon to open your profile.
2. Tap View Profile.
3. Tap Performance.
4. Tap Individual Goals.
5. Tap the Edit button to make changes.
   A. Tap Add Row to add a new goal. Enter the goal and any supporting information. Tap Done.
   B. Tap an existing goal under the In Progress section to edit the goal and its supporting information. Tap Done.
6. Tap Submit. A confirmation message displays upon successful submission.
7. Tap the “X” to close the message and return to the goals list.

Note: Not all Career Interest tasks can be edited on mobile devices.