Use this job aid to update your professional profile.
Update Talent Profile: Professional Profile Page

1. Log in to Workday
2. Click the **icon/photo** next to your name
3. Click **View Profile**
4. Click **Summary**
5. Click **Add** next to each item you wish to add your information to. If your Professional Profile is already populated, click **Edit** and then Edit or Remove to change your information.

**HINT!** When you upload your resume in Workday it will populate several profile fields which can be edited.

**WHAT IS THIS?**
- **Statements**
  - Type a summary of your talent and experience
- **Job History**
  - List your past jobs and responsibilities
- **Education**
  - List your education and degrees
- **Skills**
  - List your skills
- **Projects**
  - List and describe internal projects you have led or supported

**Upload My Experience**
- Upload a resume
Update Talent Profile: Professional Profile Page

6. Click **Career**

7. Click through the tabs to add/edit information

8. Walk through the steps for each item and submit (if an item doesn’t have a Submit/Done/OK button, click your photo icon and View Profile to return to your profile screen)

9. To add “Certifications,” You must submit a License and Certification Request Form to the HR Service Center [http://workday.trinity-health.org/workday-hr-production-resources](http://workday.trinity-health.org/workday-hr-production-resources)
Update Profile: FAQs

• **What is a Talent Profile?**

  It’s a Workday task that makes it easy for colleagues to share basic career information about themselves such as work experience, education, and skills with other colleagues.

• **Who can see my data?**

  Your personal data is always protected. Colleague views of other colleagues is limited to picture, title, organization, and professional experience.

• **Why should I update my Talent Profile in Workday?**

  Updating your Talent Profile allows managers and recruiters the ability to identify and compare colleagues with the experience and skills for which they are seeking for career opportunities.

  Keeping your Talent Profile updated makes it easy to apply for internal job postings because your skills and work experience will transfer over into the job application.

• **What happens if I do not complete my Inbox item “Update Profile?”**

  Updating your Talent Profile is optional. However, not updating it limits managers’ ability to evaluate and understand colleague skills, experience, aspirations, career interests and mobility preferences.