CAREER PROFILE OVERVIEW

As an employee, it is important to keep your Workday profile up-to-date. Career profile data, career interests and preferences, when paired with talent reviews, can provide leaders with valuable information for making decisions about organizational development or succession planning. Williams uses key information contained in your profile to analyze, coach and develop talent.

From Home page:
1. Navigate to Profile icon
2. Click View Profile. Employee Profile page displays
3. Click Career
4. Click through tabs to add/edit information (NOTE: each tab will be covered in detail in next sections)

SCREEN NAVIGATION

Click to add information
Click to make edits
Click to submit
Click to save for later
Click to cancel
* Notes required field
**What is a Career Profile?**

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

**Who can see my data?**

Your personal data is always protected. Employee views of other employees is limited to picture, title, organization, and professional experience. For more detail, reference table below.

**Why should I update my Career Profile in Workday?**

Updating your Career Profile allows managers and recruiters the ability to identify and compare employees with the experience and skills for which they are seeking for career opportunities. Keeping your Career Profile updated also 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 Career Profile?**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job History</td>
<td>Input details related to your complete work history <strong>INCLUDING</strong> Williams. You also may upload your resume (click Upload My Experience button) and WD automatically populates details</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Job History 2008 - Present</td>
<td>Historical Williams job data from 2008 to present</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Job History 1999 - 2007</td>
<td>Historical Williams job data from 1999 to 2007</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Internal Projects</td>
<td>Input details related to projects/teams that you’ve participated in during your career (including Williams).</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Skills</td>
<td>Select skills from dropdown by category. You may select more than one. If you cannot find skill in dropdown; type in new skill and information will be routed for review and potential follow-up.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Career Interests</td>
<td>Select overall career interests from dropdown. You may select more than one. Add comments as appropriate. This information flows to/from your worker profile and Individual Development Plan, if applicable.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Job Interests</td>
<td>Select role(s) into which you’d like to develop. This information flows to/from your worker profile and Individual Development Plan, if applicable.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Relocation</td>
<td>Input details regarding your willingness &amp; ability to relocate both short and long term. This information flows to/from your worker profile and Individual Development Plan, if applicable.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Education</td>
<td>Input your education history by selecting from the available dropdowns. If you cannot find institution in dropdown; type in new institution and information will be routed for review and potential follow-up.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Certifications</td>
<td>Input certifications earned and other relevant details. If you cannot find certification in dropdown; type in new certification and information will be routed for review and potential follow-up.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Professional Affiliations</td>
<td>Input details related to professional affiliations of which you are a member, volunteer, mentor, committee or board member, etc.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Achievements</td>
<td>Input awards or other recognition received during your career (including Williams).</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Training</td>
<td>Input relevant external training or internal training not completed through Williams’ learning system.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Learning</td>
<td>This section automatically populates and displays your Williams learning completions.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
<tr>
<td>Languages</td>
<td>Input language(s) other than English that you’re able to read, speak and/or write.</td>
<td>EE: ○ Other EE’s: ○ Your Mgr: ○ HR: ○</td>
</tr>
</tbody>
</table>
Talent & Performance: Career Profile

MANAGE JOB HISTORY
Input details related to your complete work history INCLUDING Williams. You also may upload your resume (click Upload My Experience) and WD automatically populates details.

1. Click Job History
2. Click Add
3. Enter Job Title
4. Select Company from dropdown (if not listed, check box and enter company for review and possible followup)
5. Enter job start date
6. Enter job end date
7. Enter brief description of job responsibilities and achievements
8. Enter job Location
9. Enter job Reference
10. Enter reference Contact Information
11. Click Add to add additional job history
12. Click Submit
13. Click Done to complete step

UPLOAD MY EXPERIENCE
1. Click Upload My Experience
2. Click Select Files to browse for a file. You can also drag your file into the region.
3. Locate file, double click to select
4. Click OK

NOTE: Workday initiates background process to upload Career Profile data. After process has completed, notification displays.

NOTE: Workday does NOT attach source document to employee profile.

5. Review Education entries for accuracy, click Edit to revise or Delete to remove from profile
6. Click Next to proceed to Job History section and edit/delete as needed
7. Click Submit
8. Click Done to complete step
MANAGE INTERNAL PROJECTS
Internal projects reflect details related to projects/teams that you’ve participated in during your career (including Williams).

1. Click Internal Projects
2. Click Add
3. Enter Internal Project title
4. Enter brief project Description
5. Enter Start Date
6. Enter End Date
7. Enter Project Leader
8. Click Add to add additional internal projects
9. Click Submit
10. Click Done to complete step

MANAGE SKILLS
Skills display on your profile and represent your knowledge and abilities. Select skills from dropdown by category. You may select more than one. If you cannot find skill in dropdown; type in new skill and information will be routed for review and potential follow-up.

1. Click View Skills
2. Click Edit Skills
3. Select skills to from the category dropdown (if not listed, check box and enter company for review and possible followup)
4. Continue to select skills as needed
5. Click OK
6. Click Done to complete step
MANAGE CAREER INTERESTS
Select overall career interests from dropdown. You may select more than one. Add comments as appropriate. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click Career Interests
2. Click Edit
3. Click the prompt icon to select a Career Preference from dropdown
4. Select all preferences that apply
5. Enter Career Interest notes to provide context
6. Click Submit
7. Click Done to complete step

MANAGE JOB INTERESTS
Select role(s) into which you’d like to develop. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click Job Interests
2. Click Edit
3. Click the prompt icon to select a Job Preference from dropdown
4. Select all preferences that apply
5. Enter Job Interest notes to provide context
6. Click Submit
7. Click Done to complete step
**COMPARE JOBS**

Employees view comparison of current role and selected interested roles.

1. Click **Compare to Job**

**OPPORTUNITY GRAPH**

Employees can view Opportunity Graphs and use data for development planning, career pathing, and career conversations.

Employee sees actual historical next moves for employees previously in current job profile (Data based on 10 years of historical employee movements)

1. Click **Opportunity Graph** on Job Interest tab
2. View Job Title, Description and % of employees who next moved to this role
3. Click slices to view various next roles & descriptions
4. Click on role title to view competency requirements, learning suggestions, and employees currently in role for networking and career discussions.
**MANAGE RELOCATION**
Input details regarding your willingness & ability to relocate both short and long term. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click **Relocation**
2. Click **Edit**
3. Select Short Term relocation preference from dropdown (yes/no)
4. Select state(s) willing to relocate short term from dropdown. Pick all that apply.
5. Select Long Term relocation preference from dropdown (yes/no)
6. Select state(s) willing to relocate long term from dropdown. Pick all that apply.
7. Enter Additional Information as context for preference
8. Click **Submit**
9. Click **Done** to complete step

**MANAGE EDUCATION**
Input your education history by selecting from the available dropdowns. If you cannot find institution in dropdown; type in new institution and information will be routed for review and potential follow-up.

1. Click **Education**
2. Click **Add**
3. Select Country from dropdown
4. Select School from dropdown (if not listed, check box and enter school for review and possible followup)
5. Select degree from dropdown
6. Select degree received (yes/no)
7. Enter year degree received
8. Select field of study from dropdown
9. Enter first year attended
10. Enter last year attended
11. Enter grade average
12. Click **Add** to add additional education
13. Click **Submit**
14. Click **Done** to complete step
**MANAGE CERTIFICATIONS**
Input certifications earned and other relevant details. If you cannot find certification in dropdown; type in new certification and information will be routed for review and potential follow-up.

1. Click **Certifications**
2. Click **Add**
3. Select Country from dropdown
4. Select Certification from dropdown (if not listed, check box and enter certification for review and possible followup)
5. Enter certification number
6. Enter issued date
7. Enter expiration date
8. Attach documents by clicking to expand and select files
9. Click **Add** to add additional certifications
10. Click **Submit**
11. Click **Done** to complete step

**MANAGE PROFESSIONAL AFFILIATIONS**
Input details related to professional affiliations of which you are a member, volunteer, mentor, committee or board member, etc.

1. Click **Professional Affiliations**
2. Click **Add**
3. Select Professional Affiliation from dropdown (if not listed, check box and enter affiliation for review and possible followup)
4. "Type" will autopopulate
5. Select affiliation relationship from dropdown
6. Enter begin date
7. Enter end date
8. Add phone, address and email of affiliation if desired
9. Click **Add** to add additional affiliations
10. Click **Submit**
11. Click **Done** to complete step
MANAGE ACHIEVEMENTS
Input awards or other recognition received during your career (including Williams).

1. Click **Achievements**
2. Click **Add Award and Achievement**
3. Select Type from dropdown
4. Enter Title
5. Enter Sponsor/Issuer
6. Enter Start Date
7. Enter End Date
8. Enter Description as context for award
9. Select related position from dropdown
10. Enter URL if desired
11. Click **Add** to add additional awards
12. Click **Submit**
13. Click **Done** to complete step

MANAGE TRAINING
Input relevant external training or internal training not completed through Williams’ learning system.

1. Click **Training**
2. Click **Add**
3. Enter Training Course Title
4. Select Training type from dropdown
5. Enter Description as context for training
6. Enter Completed on date
7. Enter Training Duration in delivered contact hours
8. Click **Add** to add additional training
9. Click **Submit**
10. Click **Done** to complete step
MANAGE LANGUAGES
Input language(s) **other than English** that you’re able to read, speak and/or write.

1. Click **Languages**
2. Click **Add**
3. Select Language from dropdown
4. Check Native if desired (NOTE: do not add English as language…it is assumed)
5. Click + to add varying degrees of ability
6. Select ability from dropdown
7. Select Proficiency from dropdown
8. Add notes as needed
9. Click + to add additional languages and follow same ability and proficiency steps
10. Click **Submit**
11. Click **Done** to complete step