



What is a Professional Profile?

What is Workday Professional Profile? The Workday Professional Profile makes it easy for employees to share career information such as work experience, education, skills and certifications with other colleagues at Cornell.

Why create a Professional Profile in Workday? Internal hiring managers and recruiters will be able to identify employees with experience and skills they are seeking for job opportunities and team building. It can also facilitate networking among colleagues across colleges, units and campuses.

Who can see my Professional Profile? Employees can view limited information related to other employees, which includes professional profile, picture, title, and organization.

Am I required to create a professional profile? The Professional Profile feature in Workday is optional. You do not have to enter any information, if you don't wish.

Getting Started

1. From the Workday homepage, click the profile icon (your photo on the top right corner) and click **View Profile**.
2. Click the **Career** tab to open the Professional Profile view.
3. To add additional items, click the ADD button at the top of each section.

Job History

1. Enter the fields. If the company or place of employment is not in the picklist, click on the Create New checkbox.
2. Click **Submit** to save.

Education

Enter completed and in-progress learning. **Note:** Some of this data may have been previously entered in Workday by HR staff.

1. When adding education, the country defaults to the United States of America. Change, as needed.
2. If the **School** is not in the picklist, click on the checkbox below the field.
3. Enter fields as needed.
4. Click **Submit** to save.

Skills

Enter professional skills that relate to your talent profile.

1. Click the **Add** button, click the pick-list prompt and then identify a skill.
2. If you cannot find the skill in the list, check **If you cannot find the skill, click here**. Type in the skill in **Enter a New Skill** box.
3. Click **Add** to add additional skills.
4. If you want to remove a skill, click **Delete Row**.
5. Click your name to return to your profile page.

Certifications

Enter certification details and upload document copies if desired.

1. Click the **Certification** tab and click **Add**.
2. Add **Certification**. If the Certification issuer/type is not in the pick-list, you may choose to click the checkbox below to add a new value.
3. Enter all fields as needed. You can also upload a digital copy of your certification as attachment.
4. Click **Submit** to save.

What can I do with Professional Profiles in Workday?

View another employee's Professional Profile page: Enter a specific employee's name into the search box. When their Profile page is open, click the Career tab to open their Professional Profile.

Via your own Professional Profile page: If you are looking for others with similar skills as yourself, on your Professional Profile page, click on a skill to view other employees.

Frequently Asked Questions

- **Am I required to add information to my Workday Professional Profile?** No, employees can enter as much or as little professional background information as they choose regarding their work experience, education, skills, and certifications.
- **Can I enter more than one skill at a time?** To enter a skill, you click the **Add** button, then enter a skill. If you wish to enter multiple skills, you would repeat the process until you are done, then click the Return to Profile link at the top-left of screen.
- **When I click on the School Type field to enter my Education, it is empty. Have I done something wrong?** No, we are not currently using this field at Cornell.