



What is a Professional Profile?

What is Workday Professional Profile? The new 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. Or you can import your LinkedIn profile and customize it just for the Cornell community.

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 data? Your personal data is always protected. Employee's view of other employees is limited to picture, title, organization and professional profile. Managers also have access to time off and salary information. They do not have access to view your benefits, pay history, and personal data.

Optional: The Professional Profile feature in Workday is totally optional – you don't have to enter any information if you don't wish.

Getting Started

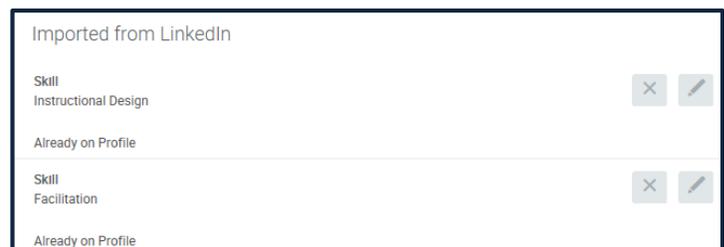
1. Go to Workday (<http://workday.cornell.edu>) and then click on the Log In button .
2. Next, click on your name or photo in the upper right-hand corner and then click on the **View Profile** link.
3. Click the **Career** tab to open the **Professional Profile** view.
4. Next, you can either create or update a profile from LinkedIn or manually create one in Workday. Please follow the instructions below for whichever path you select.

Create/Update a Profile from LinkedIn Import

If you already have a recently updated **LinkedIn** profile, it's easy to import into Workday and then make updates.

1. Click on the **Import from LinkedIn** button.
2. It will take a few minutes to connect to the **LinkedIn** application. Once the import is completed, a message will appear in the upper right-hand corner. Follow the prompts.
3. Edit or delete **LinkedIn** items in the preview mode. Click the pen icon to edit items, or the "x" icon to delete. (Note: if you have already imported your LinkedIn profile to Workday, a note will display below duplicate items as "Already on Profile." You can delete or edit before importing).
4. Review sections (**Skills, Education, and External Job History**) by clicking **Next** or using the navigation bar on the left. Click on the **Submit** button to complete the import.

 If you choose to **Import your LinkedIn** data, the first time you choose this option, you will be prompted to enter your LinkedIn user name and password. This should only occur once.



Important: You can add and/or edit items at any time in Workday (see next section), however, once an item is imported from LinkedIn some items **cannot be deleted** yourself. Carefully review your LinkedIn items in the preview screen prior to hitting the import **Submit** button.

Create/Update a Profile within Workday

Create or update your Professional Profile directly from Workday. To add additional items, click the **ADD** button at the top of each section.

Experience (External Job History)

1. There are three required fields (*) - **Job Title**, **Company** and **Start Date**.
2. If the company or place of employment is not in the picklist, click on the **Create New** checkbox.
3. All other fields are optional.
4. 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 a new **Education** value, 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. All other fields are optional and may be populated as you see fit.
4. Once you have filled out all necessary fields, hit **Submit**.

Create/Update 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 specific value in the list, click on the **Create New** checkbox.
3. Click **Done** to close the selection window.
4. Click the **ADD** button to add additional skills.
5. If you want to remove a skill, hover over the Skill and click on the – button.
6. When you are done, click the **Return to Profile** link. Note: If you wish to continue making changes to your **Professional Profile**, click on the **Career** tab again.

Create/Update Certificates - Enter certification details and upload document copies if desired.

1. Click on the **Certificate** tab and click on the **Add** button.
2. The **Certification** (issuer/type) is a required value. If the **Certification** issuer/type is not in the pick-list options, you may choose to click the checkbox below to add a new value.
3. All other values are optional, including the ability to upload a photocopy attachment of the certification.
4. Once you are done, click the **Submit** button.

What can I do with Professional Profile in Workday?

Via 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, double-click on a skills to view the Find Workers by Skills results.

Via the Find Workers by Skill page: As outlined in the previous bullet, once on the Find Workers by Skills view, you may select any skill to determine who is a match.

Via Workers Certifications report: Enter Worker Certifications in the search box to see a list of all worker certifications. Details include the worker name, certification name, certifier or issuer, country, issued date, expiration date, etc.

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.
- ***Why didn't all my information import from LinkedIn (ex. Degree, Field of Study, Certifications)?*** Workday can import data LinkedIn such as work experience, skills and education, but not all information on your LinkedIn profile. You can manually add your degree information, certifications and any other data you wish to complete your Workday profile.
- ***If I update my LinkedIn Profile, will the changes automatically feed into Workday?*** No, this data does not dynamically update. If you wish to update your Workday Professional Profile, you would either need to Import from LinkedIn again or manually add the information to Workday.
- ***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.