

Career Profile and Related Tools (Talent Management)

Audience: All employees

Introduction

Optional Career Profile tools provide employees an opportunity to describe their capabilities in Workday, giving employees and supervisors a basis for more robust career development conversations.

The optional Career Profile functionality allows employees to capture the following information in Workday:

- Internal and external job history
- Work experience and experience levels
- Education
- Certifications
- Career interests and job profiles that align with future career opportunities

Career Profile tools are designed to support the staff population, but they are being made available to faculty and student worker populations as well.

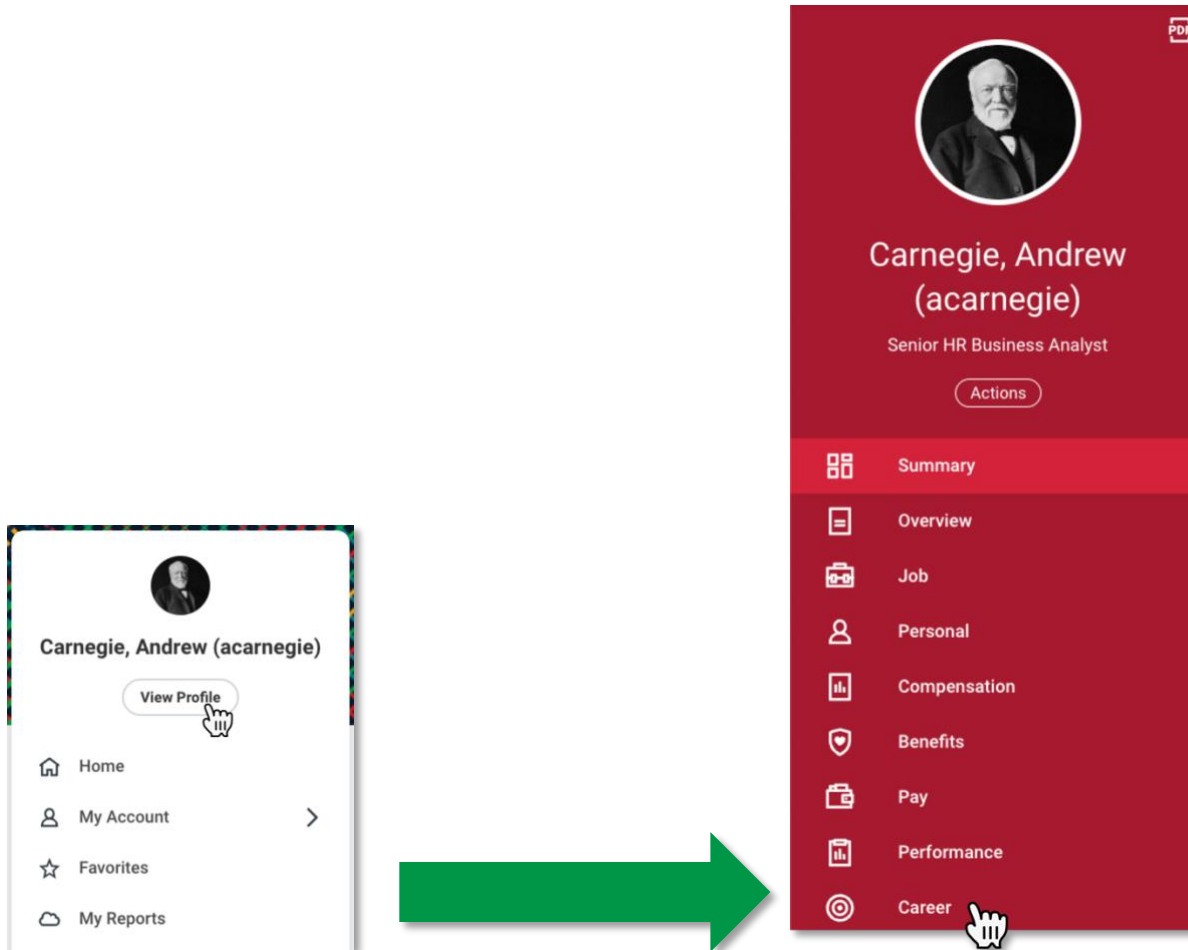
With the combined functionality of Workday Recruiting and Career Profile, when internal CMU candidates apply to an open staff position, their job history, education, and certification information flow from the Career Profile into the job application. Training and system guides related to Workday Recruiting refer to the Career Profile and encourage internal candidates to populate this information.

Approvals

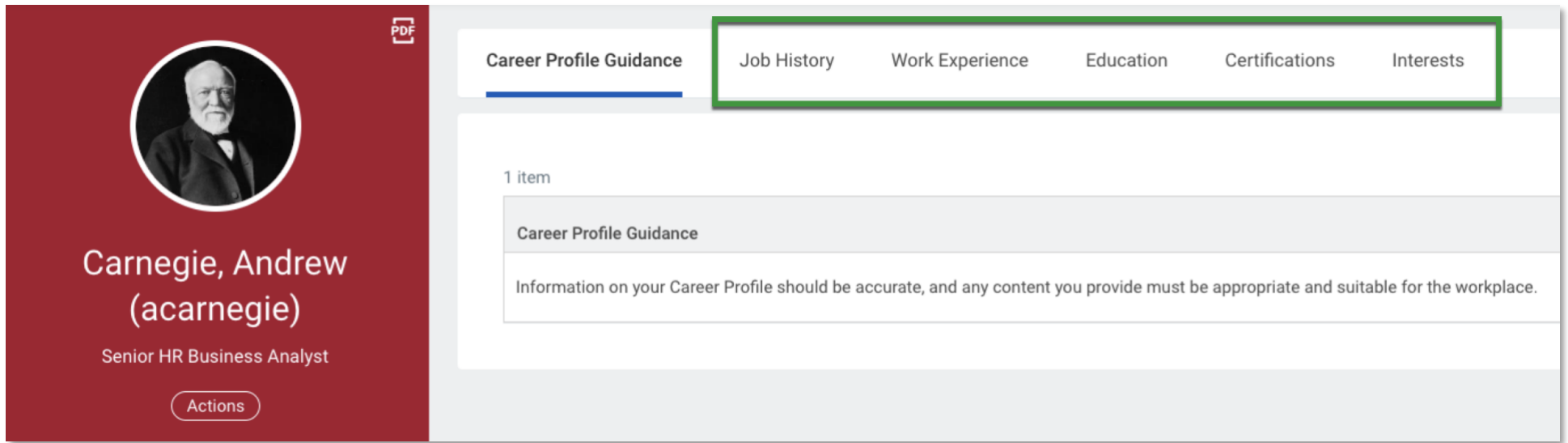
Employees can make changes to their Career Profile without supervisor or HR approval. Supervisors have access to view (but not edit) Career Profile data for their direct reports.

Access Your Career Profile

1. From your [Workday homepage](#), click your profile in the top right of the page then click **View Profile**.



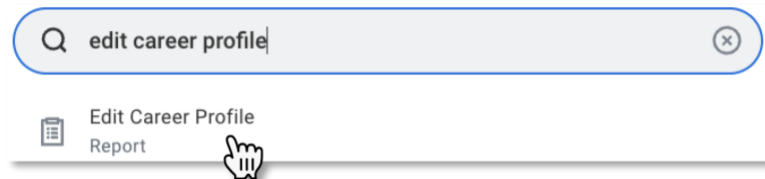
2. On the left side panel of your Profile screen, scroll down and click **Career**.



Multiple Career Profile tabs display at the top of the screen, in the following order:

- **Job History**
- **Work Experience**
- **Education**
- **Certifications**
- **Interests**
- **My Job Applications (if job applications have been submitted)**

Alternative navigation: The steps described to this point allow a Workday user to view the Career Profile. If you would prefer to navigate directly to the editor tool, type "Edit Career Profile" into the search bar at the top of the screen at any time.



Career Profile Guidance Tab

This tab provides brief guidance reminding all users that any information entered into the Career Profile should be accurate and appropriate for the workplace.

Career Profile GuidanceJob HistoryWork ExperienceEducationCertificationsInterests

1 item

Career Profile Guidance

Information on your Career Profile should be accurate, and any content you provide must be appropriate and suitable for the workplace.

Note: Supervisors are able to view the Career Profile data for their staff, faculty, and student workers. In addition, personnel in the Office of Human Resources have access to view the data. If a correction is required, HR generalists and HR business partners can update Career Profile data.

Job History Tab

Career Profile GuidanceJob HistoryWork ExperienceEducationCertificationsInterests

Turn on the new tables view

Job History 2 items

| Job Title | Company | Start Date | End Date | Location | Responsibilities and Achievements |
|--|----------------------------|------------|------------|------------|---|
| Sponsored Projects Administrator | Carnegie Mellon University | 03/28/2013 | | Pittsburgh | Helping to coordinate and account for activity that flow through sponsored projects |
| Department Assistant Manager | BestCo, Inc. | 01/01/2012 | 12/31/2012 | Pittsburgh | Helped my Senior Manager run the department |

Edit

This tab displays your internal and external job history. Information that can be captured here for each historical job includes:

- Job Title
- Company
- Start Date
- End Date
- Responsibilities and Achievements
- Reference Name and Contact Information

Click on a **job title** to view related details and history.

The **Edit** button at the bottom of the page takes you to a screen that enables changes to all Career Profile tabs.

It is important that you keep job history information up to date, especially if you plan to apply for an internal job, since the data flows into a job application in Workday Recruiting.

Work Experience Tab

Job History

Work Experience

Education

Certifications

Interests

More

Turn on the new tables view

Work Experience 4 items

| Work Experience | Experience Level |
|---|--------------------|
| Account Reconciliation Experience | 8-10 years |
| Accounts Payable Experience | 8-10 years |
| Financial Aid Administration Experience | More than 15 years |
| Financial Aid Counseling Experience | More than 15 years |

Edit

This tab summarizes the types of work you have performed throughout your history.

Information that can be captured here includes:

Types of Work Experience

- Examples: finance, business administration, accounting
- The list of available values matches work experience values embedded in the university's job profiles.

Experience Levels

- Examples: 1–3 years; 3–5 years; 5–8 years
- The list of available values matches experience levels embedded in the university's job profiles.

Education Tab

Career Profile GuidanceJob HistoryWork ExperienceEducationCertificationsInterests

Turn on the new tables view

Education 1 item

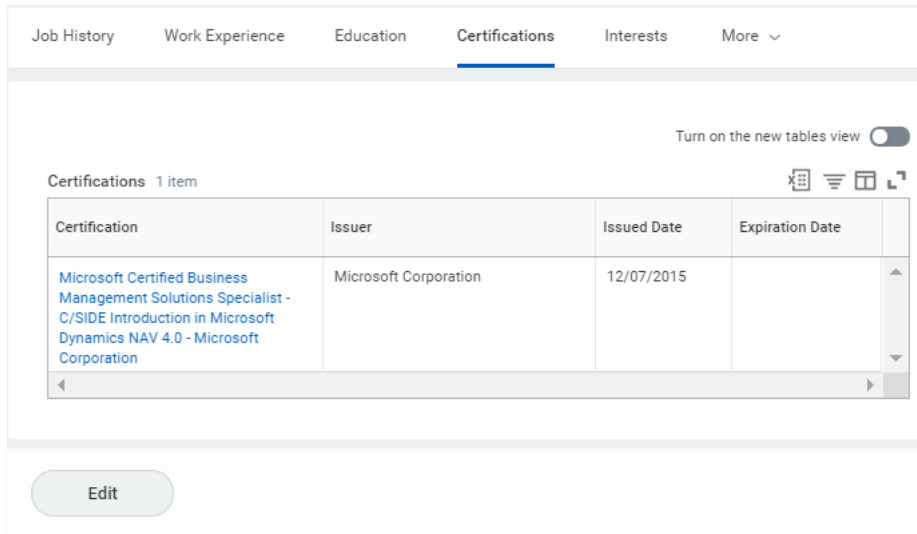
| School | Degree | Field of Study | Year Degree Received | Last Year Attended |
|----------------------------|-------------------|----------------|----------------------|--------------------|
| Carnegie Mellon University | Bachelor's Degree | Art/Design | 2003 | 2003 |

Edit

- This tab summarizes your education history.
- Information that can be captured here includes:
- Country where a school resides
 - School
 - Degree
 - Degree Received (Yes or No)
 - Year Degree Received
 - Field of Study
 - First Year Attended
 - Last Year Attended
 - Grade Average
 - Attachments

It is important that you keep your education information up to date, especially if you plan to apply for an internal job, since the data flows into a job application in Workday Recruiting.

Certifications Tab



The screenshot shows the 'Certifications' tab selected in a navigation bar. Below the navigation bar, there is a toggle switch for 'Turn on the new tables view'. The main content area displays a table with one item. The table has columns for 'Certification', 'Issuer', 'Issued Date', and 'Expiration Date'. The single row shows a certification from Microsoft Corporation issued on 12/07/2015. At the bottom of the interface, there is an 'Edit' button.

| Certification | Issuer | Issued Date | Expiration Date |
|--|-----------------------|-------------|-----------------|
| Microsoft Certified Business Management Solutions Specialist - C/SIDE Introduction in Microsoft Dynamics NAV 4.0 - Microsoft Corporation | Microsoft Corporation | 12/07/2015 | |

This tab summarizes any formal certifications that you have received.

Information that can be captured here includes:

- Country of issuance
- Certification name
- Issuer of the certification
- Certification number
- Date issued
- Expiration date
- Attachments

It is important that you keep your certification information up to date, especially if you plan to apply for an internal job, since the data flows into a job application in Workday Recruiting.

The **Edit** button at the bottom of the page takes you to a screen that enables changes to all Career Profile tabs.

Interests Tab

Allows you to describe your career interests and identify job profiles that align with those interests.

Note: A job profile is a duties-based grouping of positions with the same title and pay grade. Each job profile is part of a larger job family or grouping of similar, related jobs within a job function.

Career Profile Guidance Job History Work Experience Education Certifications **Interests**

▼ Career

Job Profiles **4552 - Research Associate II** Open Jobs Internal: Research Associate II
Internal: Research Associate II, Ettensohn Lab
Internal: Research Associate II- Robotics Institute

Compare to Job

▼ Travel

Are you willing to travel? Yes

4552 - Research Associate II

Overview Qualifications

Overview Pay Rate Type Compensation Job Exempt

| | |
|----------------------------|---|
| Inactive | No |
| Effective Date | 09/13/2023 |
| Date of Last Change | 09/13/2023 12:51:10.286 PM |
| Job Profile Name | Research Associate II |
| Job Code | 4552 |
| Include Job Code in Name | Yes |
| Job Profile Summary | Under general supervision, designs experiments and research protocols. Performs complex analysis to report results. |
| Job Description | |
| Additional Job Description | |
| Job Title Default | Research Associate II |
| Restrict to Country | (empty) |
| Management Level | Undefined |
| Job Level | 3 |

Information that can be captured here includes job profiles that relate to career interests; a descriptive Career Interests statement; and indications of your willingness to travel.

When you list job profiles on the Interests tab, additional functionality and tools become available:

- You can drill into the details of a job profile to see a summary of qualifications.
- Internal job postings with corresponding job profiles automatically display. You can drill directly into those job postings in Workday Recruiting.

View Job Posting Details Research Associate II

Research Associate II

Apply Refer Create Job Alert

Carnegie Mellon University CyLab brings together experts from a variety of disciplines across the university to collaborate on cutting-edge research and educate the next generation of security and privacy professionals. Everything we do is fueled by our passion to create a world in which technology can be trusted.

CyLab is looking for a Research Associate II to join their team. This is an excellent opportunity for someone who thrives in an interesting and challenging work environment. You will contribute to the department by designing experiments and research protocols, and other tasks as assigned.

Your core responsibilities will include:

- Collecting, verifying and managing data.
- Performing data analysis to produce reports, documenting and processing results. Developing quantitative models.
- Maintaining administrative records. Tracking and adhering to established budgets.
- Contributing to overall project planning and acting as lead to coordinate portions of a large project or study. Ensuring project deadlines are met.
- Other duties as assigned.

Job Details

Job Requisition ID
2019895

Location
Pittsburgh, PA

Posting Date
08/04/2023 - 1 month ago

Job Family
Researchers

Time Type
Full time

Job Type
Seasonal (Fixed Term)

Job History Work Experience Education Certifications **Interests** More ▾

▼ **Career**

Job Profiles 3236 - Director, Financial Aid (School/College)
3238 - Sr. Director, Financial Aid (School/College)
4844 - Assistant Director, Financial Aid (Central)
5300 - Director of Student Financial Aid

Open Jobs Internal: Assistant Director, Financial Aid

Compare to Job

Career Interests I would like to move into a management position within the financial aid organization.

▼ **Travel**

Are you willing to travel? Yes

What amount of time? 50%




Edit

The **Compare to Job** button generates a report that compares your Career Profile data to the qualifications for any job profiles listed on the Interests tab. You can use this tool in development conversations with your supervisor, who also has access to the report.

Compare Worker to Jobs

Table View

6 items

| |  Carnegie, Andrew (acarnegie) Employee - Senior HR Business Analyst - Pittsburgh |  3236 - Director, Financial Aid (School/College) Job Profile |  3238 - Sr. Director, Financial Aid (School/College) Job Profile |
|-----------------|--|---|--|
| Qualifications | | | |
| Education | | Bachelor's Degree (Required) | Bachelor's Degree (Required) |
| Certifications | CCM-Certified Cash Manager - Association of Financial Professionals (Association of Financial Professionals) | | |
| Work Experience | Account Reconciliation Experience: 8-10 years Accounts Payable Experience: 8-10 years Financial Aid Administration Experience: More than 15 years Financial Aid Counseling Experience: More than 15 years | Analytical Skills: Excellent (Required) Financial Aid Administration Experience: 5-8 years (Required) Oral and Written Communication Skills: Excellent (Required) | Analytical Skills: Excellent (Required) Financial Aid Administration Experience: 8-10 years (Required) Oral and Written Communication Skills: Excellent (Required) |

The **Edit** button at the bottom of the page takes you to a screen that enables changes to all Career Profile tabs.

Editing Career Profile Data

Within the editor, you can use the left side panel to navigate between different Career Profile tabs.

The **Back** and **Next** buttons move you from one tab to another.

When you click a tab name, a Back button, or a Next button, Workday automatically saves changes to the data.

The **Close** button prompts you to select one of the following:

- Discard: Leave the editor without saving additional changes.
- Continue: Stay within the editor and make additional changes.

Alternative navigation: If you prefer to navigate directly to the editor tool, type “Edit Career Profile” into the search bar at the top of the screen at any time.

The screenshot displays the Workday Career Profile editor. A green circle highlights the left-hand navigation menu, which contains the following tabs: Job History, Work Experience, Education, Certifications, Interests, and Summary. The 'Work Experience' tab is selected. The main content area shows the 'Work Experience' form for 'Carnegie, Andrew (acarnegie)'. The form includes fields for Job Title (Financial Aid Officer), Company (University of Pittsburgh), Start Date (01/01/1998), and End Date (12/01/2011). At the bottom of the form are three buttons: Back, Next (highlighted in orange), and Close.

Editing the Job History tab

Use this tab to capture internal and external job history. Job History data flows to any future internal job application. If no data is present, or to add an additional job, click **Add** and complete these fields.

- **Job Title:** Enter a short description of each job title
- **Company:**
 - Use the drop-down to determine if the company name exists in Workday.
 - If the company name does not exist, select the checkbox and type a value in the Company Name field.
- **Start Date:** Enter the date this job began.
- **End Date** (Optional): Enter the date this job ended. This field should be blank for an existing job.
- **Responsibilities and Achievements** (Optional): Enter a short description of the duties and accomplishments for this job.
- **Reference** (Optional): If a reference would be comfortable being contacted regarding your experience, list that person's name here. This person could be contacted if you apply to an internal position.
- **Contact Information** (Optional): Enter contact information for the reference.
 - If data is present, click a job history "block" to highlight that item and edit the fields.
 - Once selected, job history can be deleted by clicking the **Trash Can** icon near the top of the page.

The screenshot displays the 'Edit Career Profile' interface. On the left, a sidebar lists navigation options: Job History, Work Experience, Education, Certifications, Interests, and Summary. The 'Job History' tab is selected and highlighted with a green border. The main content area is titled 'Edit Job History' for 'Carnegie, Andrew (acarnegie)'. It features an 'Add' button and a 'Viewing' toggle. A job entry for 'Financial Aid Officer' at 'University of Pittsburgh' is shown. This entry is highlighted with a blue border, and a 'Trash Can' icon is visible next to it. Below the entry, the 'Job Title' and 'Company' fields are visible, both marked with a red asterisk. The 'Job Title' field contains 'Financial Aid Officer', and the 'Company' field contains 'University of Pittsburgh'.

After adding or changing data, click the **Next** button or another tab in the list. The Next button takes you to the Work Experience tab. Changes are saved automatically.

Editing the Work Experience tab

This tab summarizes the types of work you have performed throughout your history.

- If no data is present, or to add work experience, click the **Add** icon and complete these fields.
 - **Work Experience:**
 - Use the available field to select from a list of valid values.
 - These are standard values that are also used to define qualifications for job profiles at the university. By providing this information on a Career Profile, you can compare your experience to other jobs on campus.
 - **Experience Level:**
 - Use the available field to select from a list of valid values.
 - Values vary based upon the work experience selected.
 - The list of valid values is also used to define existing job profiles.
- If data is present, click a work experience “block” to highlight that item and edit the fields.
- Once selected, you can delete a work experience item by clicking the **Trash Can** icon near the top of the page.

After adding or changing data, click the **Next** button or another tab in the list. The **Back** button takes you to the previous tab. The **Next** button takes you to the **Education** tab. Changes are saved automatically.

The screenshot displays the 'Edit Career Profile' interface. On the left, a sidebar contains a vertical list of tabs: Job History, Work Experience (highlighted with a green border), Education, Certifications, Interests, and Summary. The main content area is titled 'Edit Work Experience' for the user 'Carnegie, Andrew (acarnegie)'. It features a '+ Add' button, a trash can icon, and two dropdown menus labeled 'Work Experience *' and 'Experience Level'. The 'Work Experience' dropdown is currently open, showing a list of options.

Editing the Education Tab

The screenshot shows the 'Edit Career Profile' interface. On the left, a sidebar contains navigation links: Job History, Work Experience, Education (highlighted with a green box), Certifications, Interests, and Summary. The main content area is titled 'Edit Education' and shows a profile for 'Carnegie, Andrew (acarnegie)'. Below the profile, there is an 'Add' button and a list of education items. One item is highlighted: 'Carnegie Mellon University' with the degree 'Bachelor's Degree in Accounting'. To the right of this list are dropdown menus for 'Country' (set to 'United States of America') and 'School' (set to 'Carnegie Mellon University'). At the bottom of the main panel are three buttons: 'Back', 'Next' (highlighted in orange), and 'Close'.

Click the **Education** tab in the left side panel. This tab summarizes your education and the degrees you have pursued.

If no data is present, or to add education information, click the **Add** icon and complete these fields.

- **Country:** Indicate which country the school is in.
- **School:** Many schools exist in a standardized list. Search for the school using this field.
 - If the school is not on the list, click the subsequent checkbox to enter your own value. The following fields display.
 - School Name: Enter the name of the school.
 - School Location (Optional): If desired, enter a city or region.
 - School Type (Optional): Select a valid value.

- **Degree** (Optional): Enter the degree pursued.
- **Degree Received** (Optional): Select a Yes or No value, to indicate whether you received the degree.
- **Year Degree Received** (Optional): Enter the year, if applicable.
- **Field of Study** (Optional): Choose from a list of valid values. Contact the Office of Human Resources if your field of study is not available and you would like to see it added to Workday.
- **First / Last Year Attended** (Optional): Enter the years you attended.
- **Grade Average** (Optional): If desired, enter the grade average received.
- **Attachments** (Optional): If desired, attach documentation that reflects the degree studied.
 - If data is already present, click an education “block” to highlight that item and edit the fields.
 - Once selected, you can delete an education item by clicking the **Trash Can** icon near the top of the page.

After adding or changing data, click the **Next button** or another tab in the list. The **Back button** can take the user to the previous tab. The Next button will take the user to the Certifications tab. Changes are automatically saved.

Editing the Certifications Tab

Click the **Certifications** tab in the left side panel. This tab summarizes any formal certifications you have received throughout your history.

If no data is present, or to add additional certifications, click the **Add** icon and complete these fields.

- **Country:** Select the country from which the certification was issued.
- **Certification:** Many values exist in a standardized list. Search for the certification using this field.
 - If the desired value cannot be found, click the subsequent checkbox to enter your own value. The following fields display.
 - Issuer: Enter the name of the institution that issued the certification.
 - Name: Enter the formal name of the certification.
- **Certification Number** (Optional): Enter the number assigned to the certification, if desired.
- **Expiration Date** (Optional): If desired, enter the date that the certification expires.
- **Attachments** (Optional): Attach a certificate or related documentation.

The screenshot shows the 'Edit Career Profile' interface. On the left, a sidebar contains links for Job History, Work Experience, Education, Certifications (highlighted with a green box), Interests, and Summary. The main area is titled 'Edit Certifications' for 'Carnegie, Andrew (acarnegie)'. It features an 'Add' button, a 'Viewing' dropdown, and a 'Country' dropdown set to 'United States of America'. Below these is a 'Certification' dropdown with a search bar. A search result for 'CEBS-Certified Employee Benefits Specialist - International Foundation of Employee Benefit Plans (ISCEBS)' is highlighted. At the bottom are 'Back', 'Next', and 'Close' buttons.

- If data is already present, click a certification “block” to highlight that item and edit the fields.
- Once selected, you can delete a certification item by clicking the **Trash Can** icon near the top of the page.

After adding or changing data, click the **Next** button or another tab in the list. The **Back** button takes you to the previous tab. The **Next** button takes you to the **Interests** tab. Changes are saved automatically.

Editing the Interests Tab

Click the **Interests** tab in the left side panel. This tab allows you to describe your future career interests and identify job profiles that align with those interests.

Edit Career Profile

Job History

Work Experience

Education

Certifications

Interests

Summary

Edit Interests Carnegie, Andrew (acarnegie)

Career

Job Profiles

- 4552 - Research Associate II
- 4553 - Research Associate III
- 4551 - Research Associate I

Career Interests

Normal B I U A [List Icon] [Link Icon]

I am interested in furthering my research acumen in a role where I will grow and flourish.

Travel

Are you willing to travel? Yes

What amount of time? 50%

Back Next Close

The following optional fields are available to users.

- **Job Profiles** (Optional): Select one or more job profiles that align with career development goals and/or represent a desired future career path.
 - *Job profiles provided here enable other tools and features related to the Career Profile, including the “Compare Worker to Jobs” report.*
 - *Job profiles provided here can be used as context for development conversations with supervisors, but they should not be considered as a definitive impact on future opportunities.*

- **Career Interests** (Optional): You can use this field to provide a descriptive statement reflecting your career development goals.
- **Are you willing to travel?** (Optional): Choose a Yes or No value.
- **What amount of time?** (Optional): Choose a value that indicates the percentage of time you are willing to travel, if at all.
 - If data is present, click on any field to remove items or edit the values.
 - Job profile values can be removed by clicking the X next to the value.

After adding or changing data, click the **Next** button or another tab in the list. The **Back** button takes you to the previous tab. The **Next** button takes you to the Summary tab. Changes are saved automatically.

Reviewing the Summary tab

The **Summary** tab presents a single-page view of your entire Career Profile. Scroll down to review the changes you made during the current editing session.

You can also print the information that appears on the Summary tab by clicking the **Print** icon on the bottom left. The summary can be useful in development conversations with your supervisor, as it provides a full snapshot of your Career Profile.

If, after reviewing the summary, you want to make changes, click the **Back** button to return to the previous tab. Click **OK** or **Close** to complete the editing session.

Edit Career Profile

- Job History
- Work Experience
- Education
- Certifications
- Interests
- Summary**

Job History

Viewing: [Grid Icon] [List Icon]

| | |
|--|--|
| Financial Aid Officer University of Pittsburgh | Job Title Financial Aid Officer |
| | Company University of Pittsburgh |
| | If you cannot find the company, click here |
| | Start Date 01/01/1998 |
| | End Date |

OK **Back** **Close**