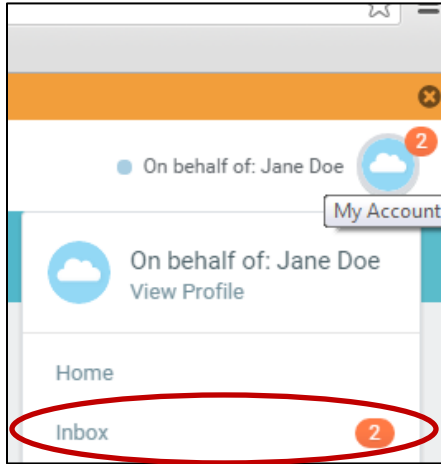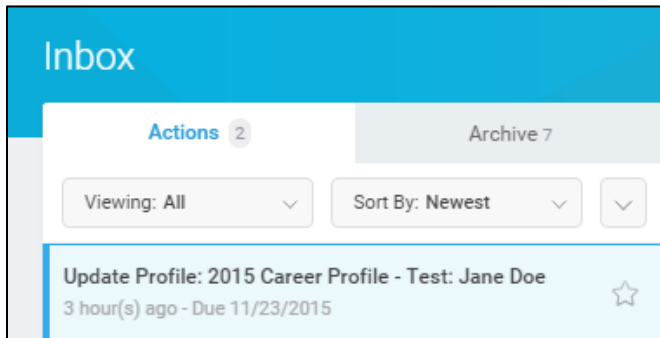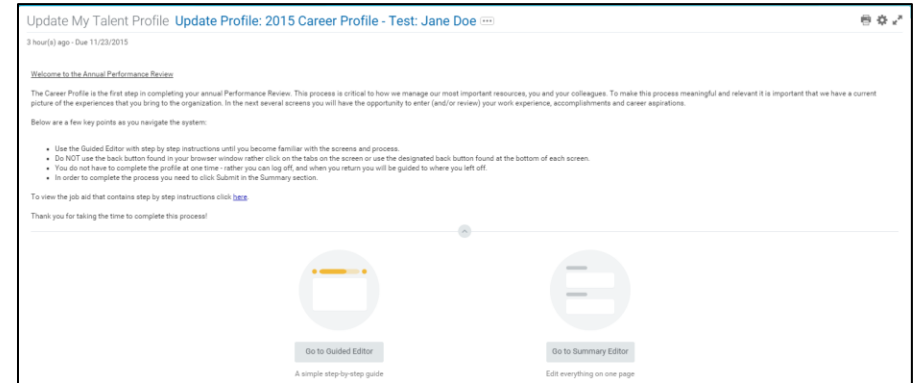# Completing a Career Profile (Employee)

Career Profile

1. You will receive a task in your **Workday Inbox** to complete a Career Profile. Access your inbox by going to the top right corner and clicking on the **My Account** icon. A dropdown list will appear that includes your **Inbox**. Click on **Inbox**.
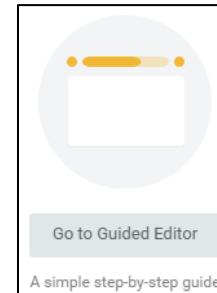

2. While in your Inbox, under **Actions**, click on the task **Update Profile: 2015 Career Profile**.

3. Instructions will be displayed in a message to **Update My Talent Profile**.

4. In order to get step-by-step instructions on how to complete your Career Profile, click on **Go to Guided Editor**.
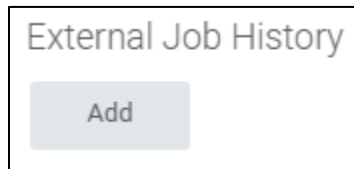
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Job History*

NOTE: This section is titled External Job History, but should include both external AND internal Polaris work experience.

If you wish to complete this section with information from your LinkedIn profile, refer to the last page of this document for instructions. Otherwise, follow the steps below.
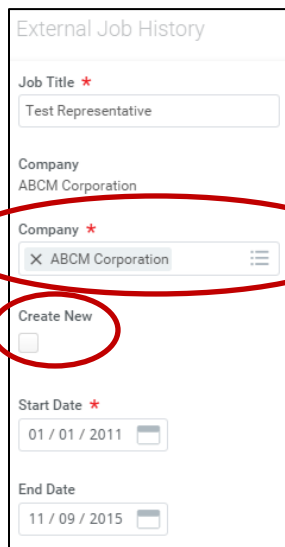
1. Enter your job history (**both external and internal** to Polaris) in reverse chronological order (most recent at the top).

2. Click the **Add button** to begin.

> External Job History
> Add

3. Required fields are highlighted with a red asterisk *****.
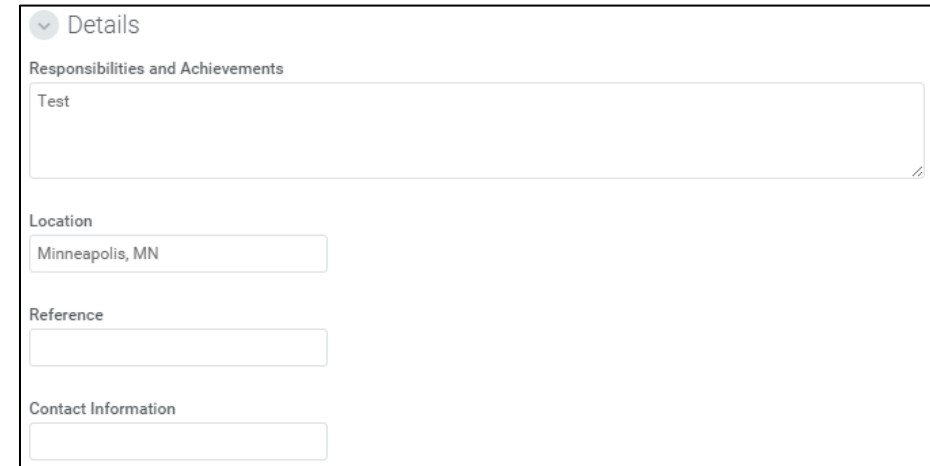   Note: The Company field provides a list. Enter the company name and click the **Prompt icon** ☰. To enter a new company, click the **Create New** checkbox.
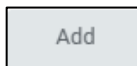
> External Job History
> Job Title * Test Representative
> Company ABCM Corporation
> Company * X ABCM Corporation
> Create New ☐
> Start Date * 01 / 01 / 2011
> End Date 11 / 09 / 2015
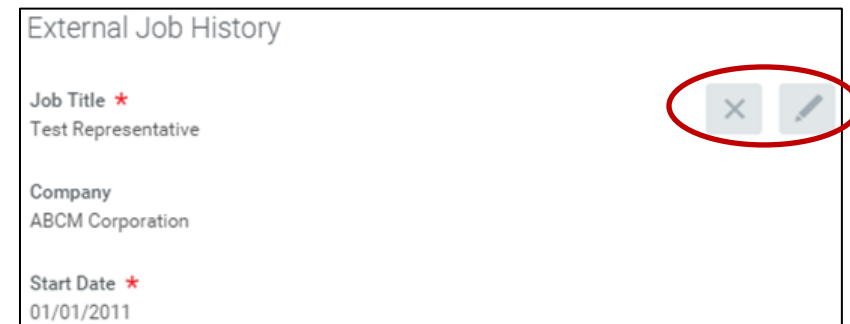
4. Click the arrow ❯ next to **Details** to add additional job information, if desired.

> Details
> Responsibilities and Achievements
> Test
> Location
> Minneapolis, MN
> Reference
> Contact Information

5. Click **Add** to input each new job.

6. To edit previously entered information, click the **Edit Pencil** icon ✎. Or, to delete previously entered information, click the **Delete** icon ✕.

> External Job History
> Job Title * Test Representative
> Company ABCM Corporation
> Start Date * 01/01/2011
> ✕ ✎
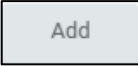
7. Click **Next** when you are done entering your job history.
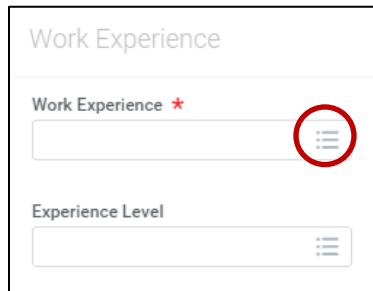
Work Experience

1. Click the **Add icon** [Add] to begin.
   Note: Work experience options are limited to the pre-populated list provided.
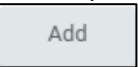
2. Click on the **Prompt icon** [☰] to generate the pre-populated list for **Work Experience**.

   Work Experience
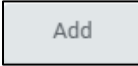
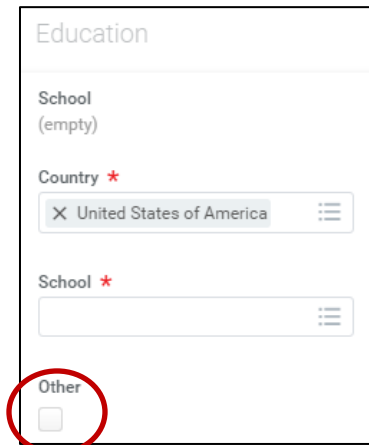   Work Experience *
   [   ] (☰)

   Experience Level
   [☰]

3. Use the **Select icon** [○] next to select a **Work Experience** type.
   Note: If none apply, leave this section blank.

4. For each Work Experience type, you may choose to select **Experience Level**, using the **Select icon** [○] for the appropriate experience level timeframe.
   Note: Experience Level is not required.

5. Click the arrow [>] next to **Details** to add additional comments related to the Work Experience, if desired.

6. Continue to add additional Work Experience categories from the pre-populated list by using the **Add icon** [Add].

7. Click **Next** when you are done entering your Work Experience.

Education

1. List schools in chronological order beginning with your high school diploma.

2. Click the **Add icon** [Add] to begin adding your education.

3. In order to add your high school information, you will need to select the **Other checkbox** (high schools are not included in the pre-populated list).
   NOTE: Default Country is United States of America. Click the Prompt icon to change.

   Education

   School
   (empty)

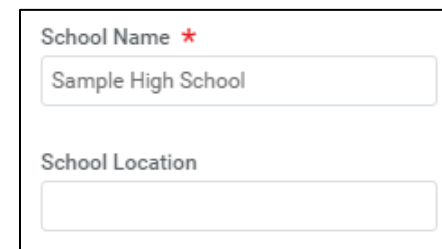   Country *
   [✕ United States of America   ☰]

   School *
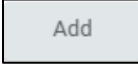   [☰]

   Other
   [☐]

4. Then, enter the name in the **School Name field**.
   Note: You may choose to enter additional information, such as School Location, School Type, etc.

   School Name *
   [Sample High School]

   School Location
   [   ]
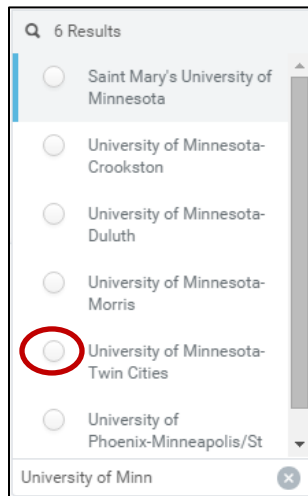
5. Click the **Add icon** [Add] to add additional education.

6. To search for a specific school of <u>higher education</u> in the U.S., begin to type the name of the institution and click the **Prompt icon** ▤ in the "School" text box again.
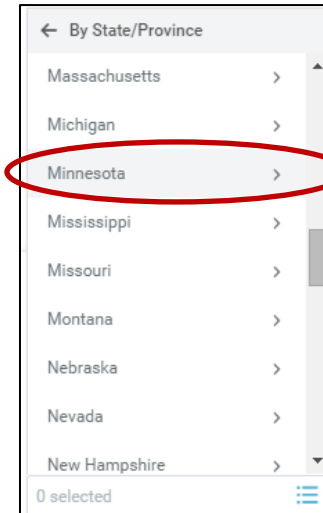
> University of Minn | ⊜

7. Select the institution from the list using the **Select icon** ◯ .

> Q 6 Results
>
> ◯ Saint Mary's University of Minnesota
>
> ◯ University of Minnesota-Crookston
>
> ◯ University of Minnesota-Duluth
>
> ◯ University of Minnesota-Morris
>
> ◯ University of Minnesota-Twin Cities
>
> ◯ University of Phoenix-Minneapolis/St
>
> University of Minn ⊗
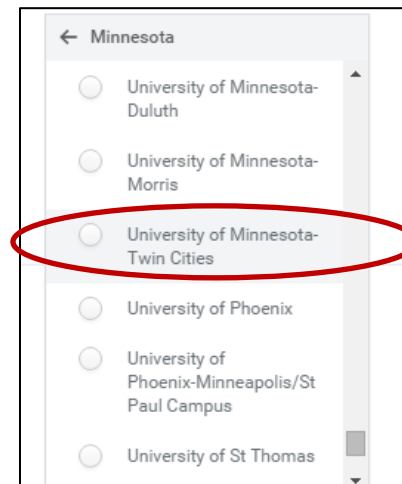
8. Alternatively, you may search **By State/Province** in order to find your school by where it is located.

> Categories
>
> By State/Province >
>
> All >
>
> search ▤

9. Click on the **State/Province**.

> ← By State/Province
>
> Massachusetts >
>
> Michigan >
>
> Minnesota >
>
> Mississippi >
>
> Missouri >
>
> Montana >
>
> Nebraska >
>
> Nevada >
>
> New Hampshire >
>
> 0 selected ▤

10. Choose your school from the pre-populated list using the **Select icon** ◯ .

> ← Minnesota
>
> ◯ University of Minnesota-Duluth
>
> ◯ University of Minnesota-Morris
>
> ◯ University of Minnesota-Twin Cities
>
> ◯ University of Phoenix
>
> ◯ University of Phoenix-Minneapolis/St Paul Campus
>
> ◯ University of St Thomas

11. **<u>Be sure to enter your Degree and Field of Study</u>.**

12. Click **Next** once you have entered all relevant education.

Completing a Career Profile (Employee)

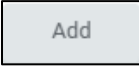**POLARIS**   **workday.**

Training

1. Click the **Add icon** [Add] to add each training experience.

2. Use the Training Type dropdown to select a category for the training.

Training Type *
select one ▾

3. Choose from the pre-populated Training Type list and enter the Training Name.

NOTE: *For core Polaris trainings (i.e. PLDP1, SAPL, Next Generation, etc.) select the necessary Training Type and enter "Polaris" as the Training Name.*

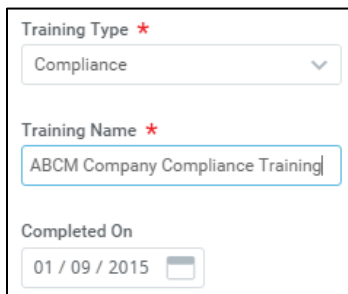PLDP 1 - Polaris Leadership Development Program
PLDP 2 - Polaris Leadership Development Program
PLDP 1 - Polaris Leadership Dev... ▾

Training Name *
Polaris

4. Enter the **Completed On** date, if you are aware of it.
NOTE: Month/date/year are required if you enter a date.
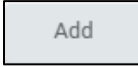
Training Type *
Compliance ▾
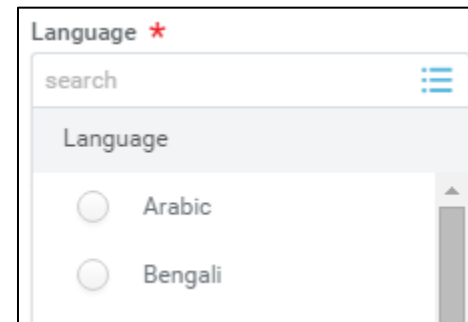
Training Name *
ABCM Company Compliance Training

Completed On
01 / 09 / 2015

5. If none apply, leave this section blank.

6. Click **Next** once you are done entering all applicable trainings.

Languages

1. Click the **Add icon** [Add] to add each language.

2. Click on the **Prompt icon** to generate a list of languages to choose from.
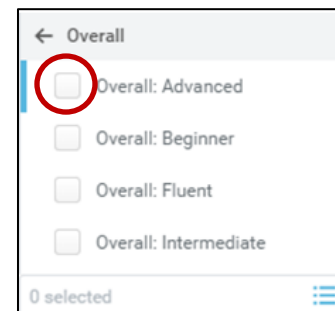
Language *
search
Language
○ Arabic
○ Bengali

3. Use the **Select icon** to choose a language to add. Add all that apply, **including your native language**.

4. For each language added, you are required to enter an **Ability** level. Click the **Prompt icon**. Then, select the appropriate **Overall Ability** using the **select icon**.

← Overall
☐ Overall: Advanced
☐ Overall: Beginner
☐ Overall: Fluent
☐ Overall: Intermediate
0 selected

5. Click **Next** once you are done entering all applicable language capabilities.

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Certifications

1. Click on the **Add icon** [Add] to add each certification.

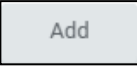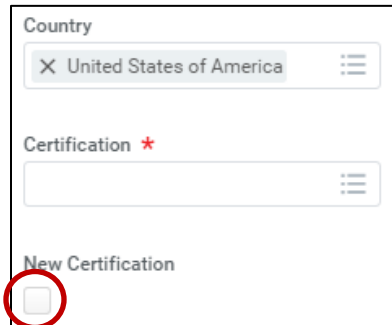2. Click the **Prompt icon** [icon] to choose from the pre-populated list of certifications or select the "New Certification" checkbox to add a new certification and enter the name and issuer.

> **Country**
> ✕ United States of America ≡
>
> **Certification** *
> [   ] ≡
>
> **New Certification**
> ☐

3. Enter the **Issued Date** and **Expiration Date**, if applicable.
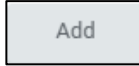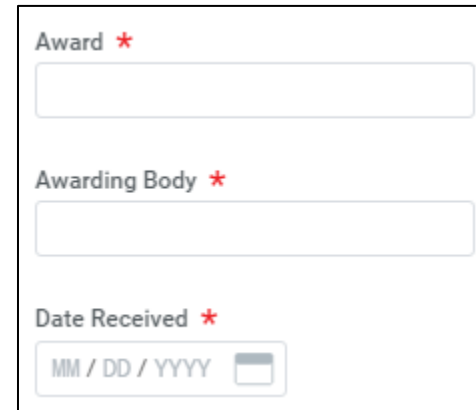
> **Issued Date**
> MM / DD / YYYY 📅
>
> **Expiration Date**
> MM / DD / YYYY 📅

4. If none apply, leave this section blank.

5. Click the arrow [>] next to **Details** to add additional comments related to the certification(s), if desired.

6. Click **Next** once you are done entering your certifications.

Awards
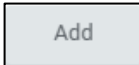
1. Click on the **Add icon** [Add] to add each award/patent.

2. Enter the name of the award/patent in the" Award" text box.

3. Enter the name of the institution/organization that issued the award in the "Awarding Body" text box.

4. Enter the Date Received for the award/patent.

> **Award** *
> [   ]
>
> **Awarding Body** *
> [   ]
>
> **Date Received** *
> MM / DD / YYYY 📅

5. To add additional awards/patents, click the **Add icon** [Add].

6. Click the arrow [>] next to **Details** to add additional comments related to the award/patent, if desired.

7. If none apply, leave this section blank.

8. Click **Next** once you are done entering your awards/patents.

Summary

1. Review all information presented in your summaryClick on the **Edit Pencil** 🖊 to the right of the appropriate section to make edits without navigating away from the Summary page.
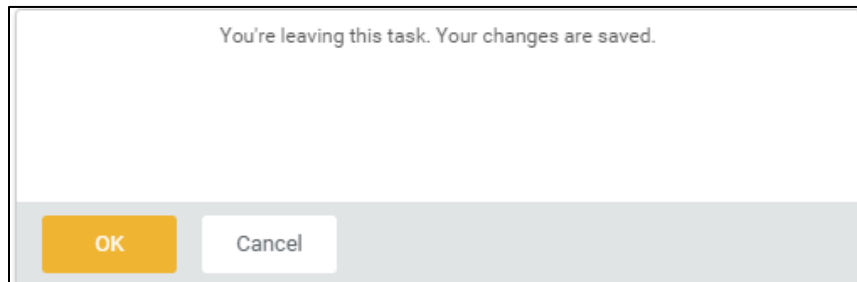
2. If you are not ready to submit your information and want to complete it later, click **Close** to save your information. You will then see a pop-up window that reads "You're leaving this task. Your changes are saved." Click **OK**.

> You're leaving this task. Your changes are saved.
>
> OK   Cancel

3. Once you review your information and are satisfied with the completion of your career profile, click **Submit** at the bottom of the page.
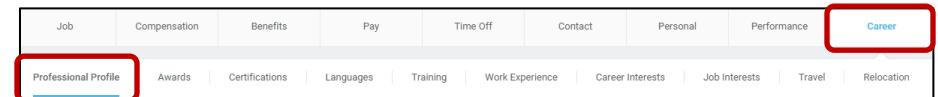
> Submit   Close

Appendix: Creating your Career Profile with LinkedIn

Employees may choose to import the Job History and Education portions of their Career Profile by uploading information from their LinkedIn page.

1. Navigate to your employee profile by clicking on your name/picture in the upper right-hand corner and clicking **View Profile**.

> On behalf of: Jane Doe 2
>
> On behalf of: Jane Doe
> View Profile
>
> Home
>
> Inbox 2
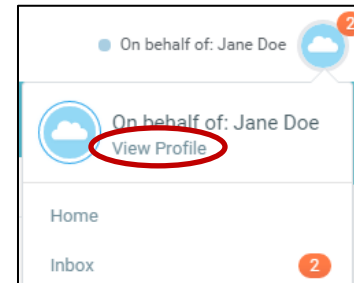
2. Click on the **Career** tab within your profile.
3. Click on the **Professional Profile** link within the navigation ribbon.

> | Job | Compensation | Benefits | Pay | Time Off | Contact | Personal | Performance | **Career** |
> | Professional Profile | Awards | Certifications | Languages | Training | Work Experience | Career Interests | Job Interests | Travel | Relocation |

4. To import your work experience and education, click on the **Import from LinkedIn** button and follow the prompts.

> Complete your profile in minutes.
>
> Import from LinkedIn
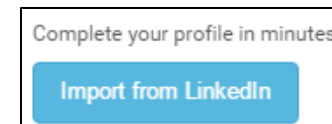
> 💡 You will want to review the information that is imported from LinkedIn to ensure that it is accurate and pulled over correctly.

5. This process will complete the Job History and Education portions of the Career Profile. You will now need to complete the remaining parts through the Action in your inbox. Click on your **Inbox** and then click **Update Profile: 2015 Career Profile** to continue where you left off.