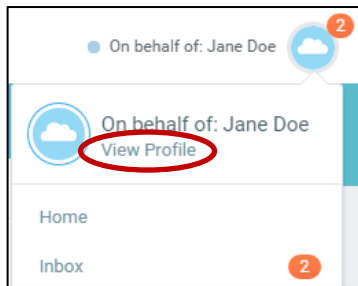


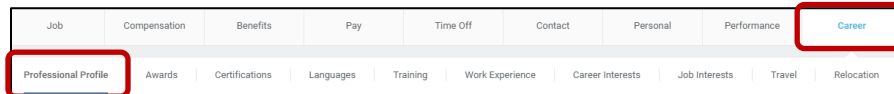
Updating Your Career Profile with LinkedIn

Employees may choose to complete portions of their career profile (first step of the performance review process) by uploading information from their LinkedIn page.

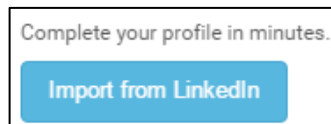
1. Navigate to your employee profile by clicking on your name/picture in the upper right-hand corner and clicking **View Profile**.



2. Click on the **Career** tab within your profile.
3. Click on the **Professional Profile** link within the navigation ribbon.



4. To import your work experience and education, click on the **Import from LinkedIn** button and follow the prompts, as you are redirected to the LinkedIn website.



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 work experience 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**, then under **Actions**, click **Update Profile: 2015 Career Profile**.

