Your Workday profile contains basic information about you and can be viewed by other employees. It’s a good idea to review this information and make changes as desired.

**ACCESS YOUR PROFILE**

- To access your profile, click on the picture on the top right-hand of the screen next to your name and select “View Profile” from the drop-down menu.

- You will notice two sides to the job profile:
On the right you will find the Overview link to your Professional Profile, which provides access to view or edit your work experience and education (or view that of others).

On the left there is the Job Details section, which displays your job title, phone number, email address, and location (exact content may vary).

- To update your Job History, click Add under the Job History section.
- To upload a resume that you can use to apply to internal job postings, click Upload under Upload My Experience.
Employee Profile: Managing Your Employee Profile

**Bonus:** Keeping your profile updated makes it easy to apply for internal job postings because your skills and work experience will transfer over into the job application.

**Note:** Internal job postings can be located through the Career worklet:

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**ACCESS ANOTHER EMPLOYEE’S PROFILE**

- To access the profile of another employee, type their name into the search box in the top left-hand side of the screen.