

SAINTS CONNECT Managing Your Employee Profile

OVERVIEW

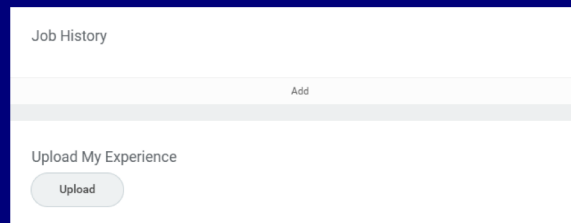
Your Workday profile contains basic information about you and can be viewed by other employees. It's a good idea to review this information and make changes as desired.

STEPS

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 left there is the Job Details section, which displays your employee ID, organization, position, job profile, FTE, location, hire dates etc.
- 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).
 - 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.



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:



Related Job Aids:

- [Managing Your Employee Profile](#)

Helpful Resources:

- [SaintsConnect Portal](#)
- hr@marymount.edu

Employee: Self-Service