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:

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**Related Job Aids:**
- Managing Your Employee Profile

**Helpful Resources:**
- SaintsConnect Portal
- hr@marymount.edu

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Employee: Self-Service