

Using Your Resume to Create Your Professional Profile in Workday

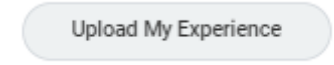
1 Log into Workday and click on the **Career Worklet**



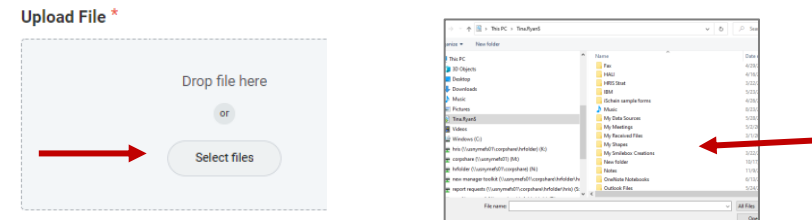
2 Select **Job History**



3 At the bottom of the screen, select **Upload My Experience** to use your resume/CV to update your Job History



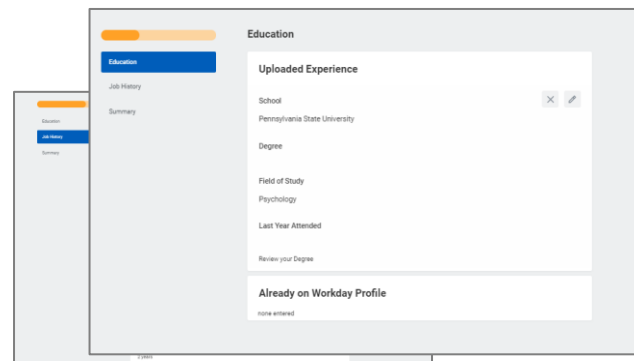
4 Click on **Select Files** and choose your saved resume: .pdf, .doc, .docx, .htm, or .txt files are supported. Image-based files are not supported.



7 Once you have reviewed, click on **Submit** to save your Professional Profile



6 Review your Professional Profile to ensure accuracy. Select **Next** at the bottom of the page to scroll through your profile



5 Click **Okay** when file uploads. Workday will begin to populate data from your resume into your **Professional Profile**

