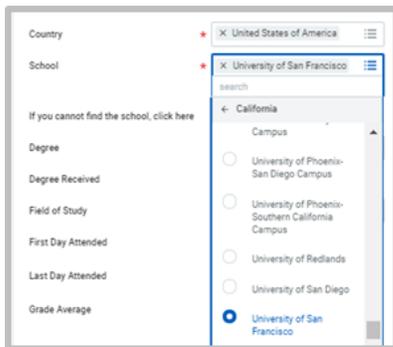
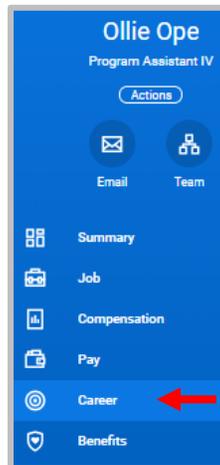


This job aid provides detailed instructions for employees to update **Career** related information in Workday. Employees may add: **Education**; professional **Certifications**; **Training**; **Language** ability; **Travel** and **Relocation** preferences. Please note that these preferences are for information only. Your actual position requirements take precedent.

## ADDING EDUCATION

As an employee, you will be able to add **Education** information to your Professional Profile within the **Career** actions tab. This is the only Career information update that will require Manager approval.

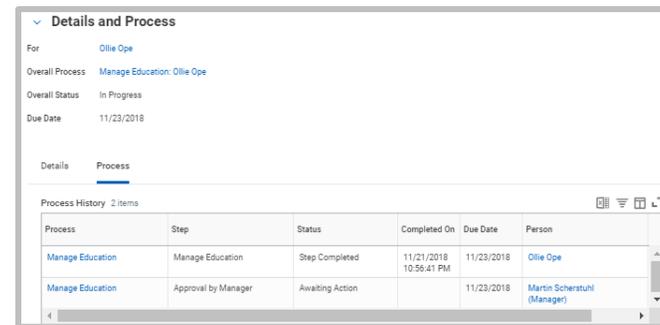
1. From the left side of your Profile page, select **Career**.
2. On the next page, across the top, you will see several tabs. Select the first one, **Education**.
3. Click **Add**.
4. On the **Add Education** page, click in the **School** name search box. The red asterisk beside this field means that entry is required. You may search by *State*, *School Type* or *All* names. We will search by *State*, select *California*, and then, select *USF*.



5. In the **Degree** box, scroll down and select the degree you received (we entered Master of Arts).
6. In the **Field of Study** box, scroll to find your primary field (we entered Creative Writing).
7. Once satisfied with your entries, click **Submit**.

Note: the **Remove** button will clear your entries, and the **Add** button will prompt you to enter information for an additional school, degree, and field of study. There is also a Comments box to send a special note to your Manager about this education entry.

8. The next screen informs you that your education update was sent to your Manager for approval, with a set due date. Now, please send proof of your degree to your Manager via email.
9. Click the **Details and Process** section to view a summary of your information, and the process steps completed thus far.



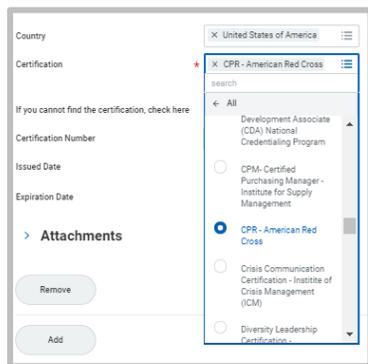
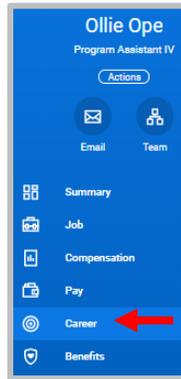
10. Click **Done**. You will receive a *Notification* when your Education is approved by your Manager. Your Education information will now appear under the *Education* tab.

Note: Within **Career**, there is a second tab labeled, Worker Education – New. The information in this tab will be populated automatically from the Workday Recruiting and new-hire application process, as employees join USF.

## ADDING A CERTIFICATION

You will be able to add a **Certification** to your Professional Profile within the **Career** actions tab.

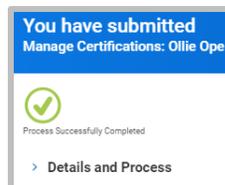
1. From the left side of your Profile page, select **Career**.
2. On the next page, across the top, you will see several tabs. Select the one titled, **Certifications**.
3. Click **Add**.
4. On the **Add Certification** page, click in the **Certification** search box. The red asterisk beside this field means that entry is required. The two easiest to use searches are *By Issuer* and *All*. We will search *All*, and select *CPR-American Red Cross*.



**Note:** the *Remove* button will clear your entries, and the *Add* button will prompt you to enter information for an additional Certification. There is also a Comments box to send a note to your manager about this Certification.

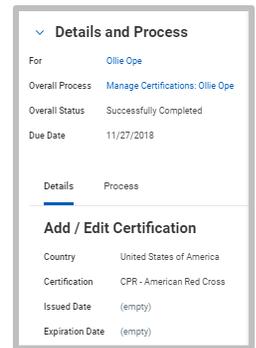
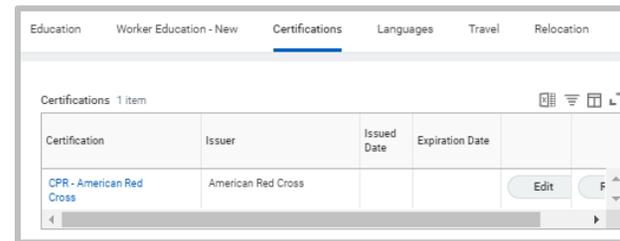
5. Click **Submit**.

The green check-mark will signify that the process has been successfully completed.



6. Click the **Details and Process** section to view a summary of the information you added.
7. Click **Done**.

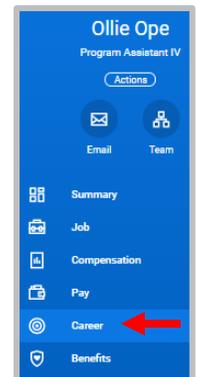
If you go back to your Professional Profile page, under the *Certifications* tab, you will see that your **Certification** information now displays here.



## ADDING TRAINING

You will be able to add **Training** to your Professional Profile within the **Career** actions tab.

1. From the left side of your Profile page, select **Career**.
2. On the next page, across the top, you will see several tabs. Select the one titled, **Training**.
3. Click **Add**.
4. On the **Add Training** page, click in the **Training** search box, and enter the name of the *training* you completed. (The red asterisk beside this field means that entry is required.)
5. Enter the **Training Type** from the dropdown list provided in the Search box. (This is a required field, as well.)
6. Enter a short description of the training.



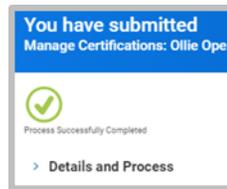
7. Enter the date you completed the training.
8. Enter how long the training took to complete (Duration).
9. Enter any Comments you have about the training.



**Note:** the *Remove* button will clear your entries, and the *Add* button will prompt you to enter information for an additional Training.

10. Click Submit.

The green check-mark will signify that the process has been successfully completed.



11. Click the **Details and Process** section to view a summary of the information you added.
12. Click **Done**.

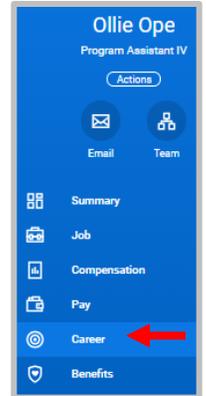
If you go back to your Professional Profile page, under the *Training* tab, you will see that your **Training** information now displays here.



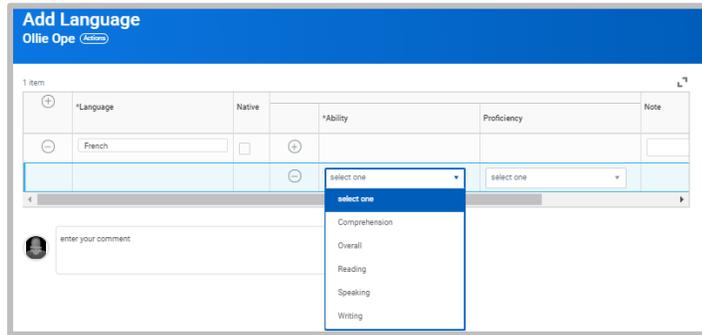
Training	Training Type	Completed On	Description	Training Duration		
FERPA Basics	Online course/video - on USF Learning site	12/21/2018	Overview of the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of student education records.	1 hour	Edit	Re

## ADDING LANGUAGE ABILITY/PROFICIENCY

You will be able to add **Language Ability** and **Proficiency** to your Professional Profile within the **Career** actions tab.



1. From the left side of your Profile page, select **Career**.
2. On the next page, across the top, you will see several tabs. Select the one titled, **Languages**.
3. Click **Add**.
4. On the **Add Language** page, you will see a table to complete.
5. In the *Language* column, click in the search box in the first row under the headings. A list of languages will appear.
6. In the dropdown, select the language for which you have ability and proficiency, or you may type in the language. We will select *French*.  
**Note:** You will see there is a *Native* box to select if you are a native speaker.
7. Next, you will note your **Ability** and **Proficiency**. Under the **Ability** column, press the **Select One** box, and choose one from these options: *Comprehension, Overall, Reading, Speaking, and Writing*, to describe your Ability with this Language. We will choose *Overall* to signify overall ability in all areas.



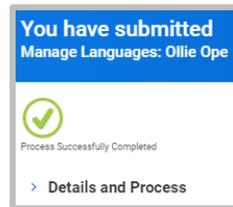
- Next, under the **Proficiency** column, press on the Select One box, and choose one from these options: *Beginner*, *Intermediate*, *Advanced* and *Fluent*, to describe your Proficiency with this Language. We will choose *Advanced* proficiency.

**Note:** There is a Comments box to send a note to your manager about this Language information.

- Click **Submit**.

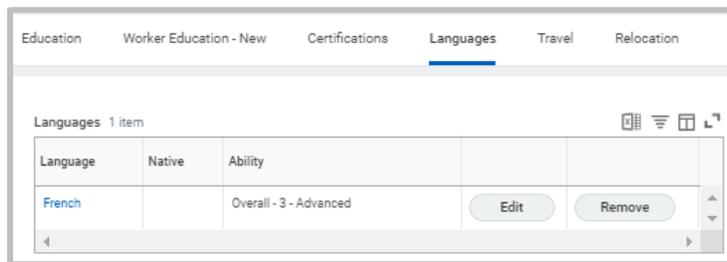
The green check-mark will signify that the process has been successfully completed.

- Click the **Details and Process** section to view a summary of the information you added.



- Click **Done**.

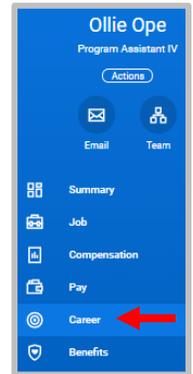
If you go back to your Professional Profile page, under the *Languages* tab, you will see that your **Language** information now displays here.



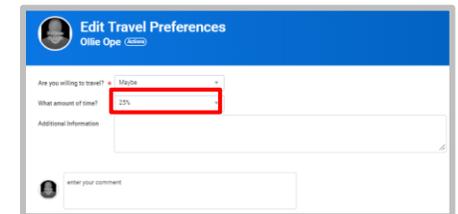
## ADDING TRAVEL PREFERENCES

You will be able to add **Travel Preferences** to your Professional Profile within the **Career** actions tab.

- From the left side of your Profile page, select **Career**.
- On the next page, across the top, you will see several tabs. Select the one titled, **Travel**.
- Click **Edit**.
- On the **Edit Travel Preferences** page, click in the: *Are you willing to travel?* Search box. The red asterisk beside this field means that entry is required. Select one of the three preferences: *Yes*, *No*, or *Maybe*. We will choose *Maybe*.



If you select *Yes* or *Maybe*, another dropdown box will appear to ask: *What amount of time?* There are four percentages from which to choose: *25%*, *50%*, *75%*, and *100%*. We will choose *25%*.

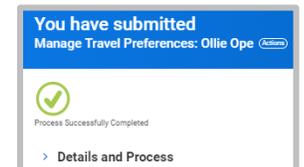


**Note:** There is a box for Additional Information, if you'd like to add any notes for clarification, and there is a Comments box. Both of these are optional and do not have to be completed.

- Click **Submit**.

The green check-mark will signify that the process has been successfully completed.

- Click on **Details and Process** section to view a summary of the information you added.



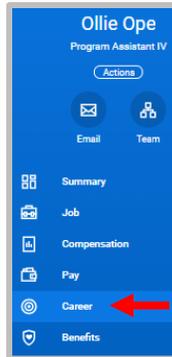
## 7. Click **Done**.

If you go back to your Professional Profile page, under the *Travel* tab, you will see that your **Travel Preferences** now display here.

## ADDING RELOCATION PREFERENCES

You will be able to add **Relocation Preferences** to your Professional Profile within the **Career** actions tab.

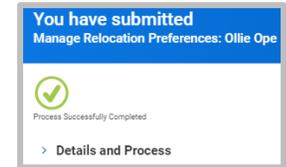
1. From the left side of your Profile page, select **Career**.
2. On the next page, across the top, you will see several tabs. Select the one titled, **Relocation**.
3. Click **Edit**.
4. On the **Edit Relocation Preferences** page, under the heading *Short Term*, click in the search box and select one value: *Yes* or *No*. If you choose *Yes*, another dropdown box will appear to prompt you to select which USF campus. Here, we will select *Downtown San Francisco*.
5. Follow the same process under the heading, *Long Term*. Select *Yes* or *No*. Here, we will select *No*.



## 6. Click **Submit**.

The green check-mark will signify that the process has been successfully completed.

7. Click the **Details and Process** section to view a summary of the information you added.



## 8. Click **Done**.

You will receive a *Notification* that your *Relocation Preferences* were added. And, if you go back to your Professional Profile page, under the *Relocation* tab, you will see that your **Relocation Preferences** now display here.

