CAREER TAB

The **Career Tab under your profile** is where you can update your Professional Profile including **Job History, Skills, Education, Languages, Learning, Certifications, Achievements, Professional Affiliation, Interests and Talent Statements.**

This profile can be used to help Managers identify employees who are ready for the next step in their career with Marathon County.

LEARNING- This is a future enhancement that will send tasks out pertaining to your role that need to be completed and recorded in Workday.

1. Click on Your Profile in the upper right. Under **View Profile**.

2. Go to the **Career tab on the left in your profile.** You may need to click More to see Career.
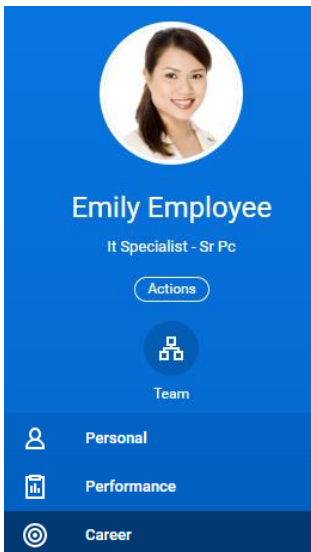
3. From the top banner, choose the subtab you want to add your skill, certification, or experience to.

JOB HISTORY- Add previous employment history, including current with Marathon County. You can also upload a current resume.

1. On the bottom of the page, click Add or Upload My Experience.

2. Enter in the information that is required with the red asterisk and enter in the detail listed. If the company is not listed, click the checkbox, and manually enter the name.

4. Continue to add additional job history by clicking **Add** on the bottom and repeat the previous steps.

5. Once all have been added, click **Submit**.

6. After submitting, you will receive a pop-up box with a confirmation.

Note: It is recommended that you review and update your profile prior to applying for an internal position. This includes an updated resume, skills, or certifications.

SKILLS- These display on your profile and represents your knowledge and abilities. Select skills from the dropdown by category. You may select more than one. If you cannot find skill in dropdown, type in the new skill and information.
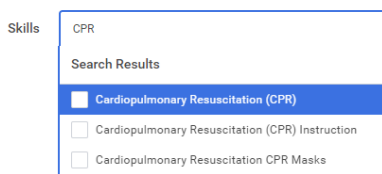
Skills- Abilities you have learned.
(IE: Accident Prevention)

Certification- An organization has given you a certificate.
(IE: EMT- Paramedic)

1. Click **Edit** to start adding Skills to your profile.

2. You can **Search** for the skill by entering in the name. For example- CPR and **hit Enter**. A list of skills will show. Select one from the list.
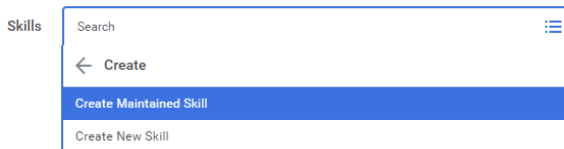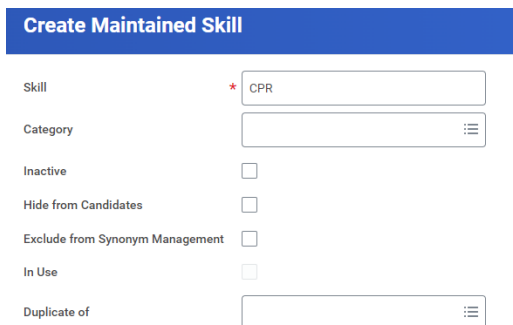

3. Most skills have been uploaded into Workday from your department. If your skill is not listed, click **Create.** Choose **from Create Maintained Skill** or **Create New Skill**.

4. **Create Maintained Skill-** enter in the skill that you have maintained. You only need to enter in the Skill field but fill in as much as you would like.

5. **Create New Skill-** you can create a new Skill if one is not listed. Enter the name and click **OK**.

   A list of suggested skills will come up for you to choose from. If those match, click on the skills to add then **OK**.
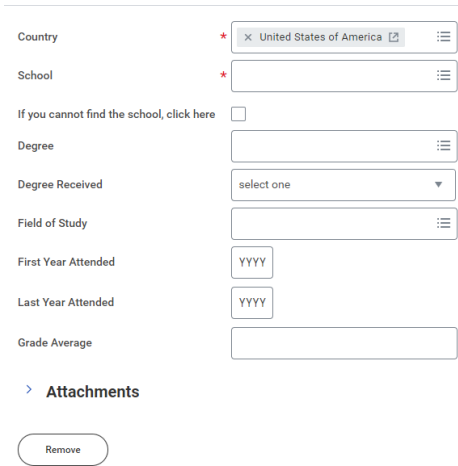

6. After entering in your Skill, click **Done**.

Professional Profile

EDUCATION- Input your education history by selecting from the available dropdowns. If you cannot find institution in dropdown, type in new institution.

1. On the bottom of the page, click Add or Upload My Experience.

2. **Add** allows you to enter or search for your school.

Country	* ✕ United States of America ⬚ ☰
School	* ☰
If you cannot find the school, click here	☐
Degree	☰
Degree Received	select one ▼
Field of Study	☰
First Year Attended	YYYY
Last Year Attended	YYYY
Grade Average	

> **Attachments**

(Remove)

3. To add an attachment, such as your degree, click into the arrow. You can drag and drop or search for the file.

4. You can continue to add education by clicking **Add**. If done, click **Submit**.

5. After submitting your education, you will see a pop-up box with a confirmation.

6. **Upload My Experience** allows you to drag or drop or search for a file to upload. This may be a copy of your resume.
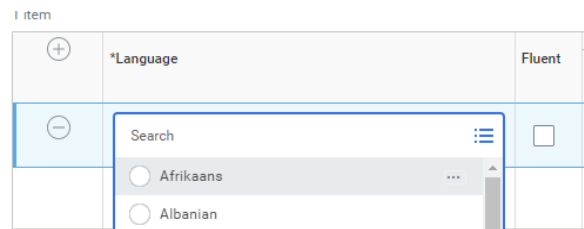
Note: The Country defaults to the United States. If you need to change, click in the Country field and type in the correct Country.

If your school is not listed, mark the box to manually enter in your school.

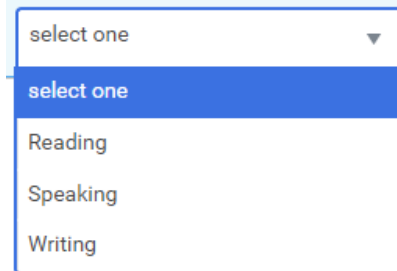To add additional education, click Add. To remove your education, click Remove.

LANGUAGES- Input language(s) other than English that you're able to read, speak and/or write.

1. On the bottom of the page, click **Add**.

2. Click the **add icon** ⊕ to add any languages to your profile. You can search in the language field, or type the language directly in. You can add mutliple languages by clicking on the add icon ⊕.
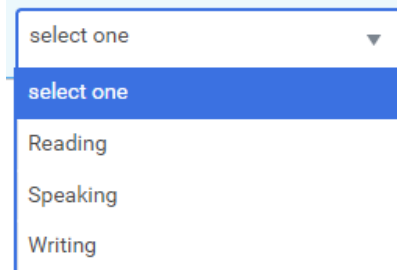
1 item			
⊕	*Language		Fluent
⊖	Search ☰		☐
	◯ Afrikaans ...		
	◯ Albanian		

3. If Fluent, mark the box after Language.

4. Choose an Ability from the drop down. You can add multiple by clicking the add icon ⊕.

select one ▼
select one
Reading
Speaking
Writing

5. Choose a Proficiency from the drop down. You can add multiple by clicking the add icon ⊕.

select one ▼
select one
Reading
Speaking
Writing

6. You can add any additional notes and the date.

7. Once all your language(s) are entered. Click **Submit**.

CERTIFICATIONS- Add required/not required certificates obtained during your career. An attachment is required.

1. On the bottom of the page, click **Add**.

2. Enter in the information from your certificate. Any fields with a red asterisk * are required.

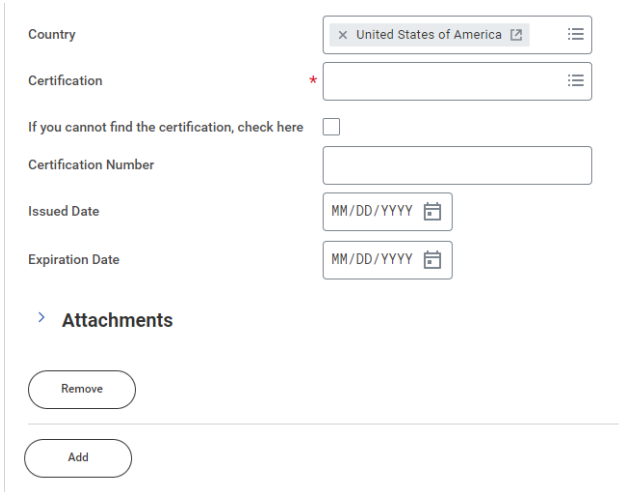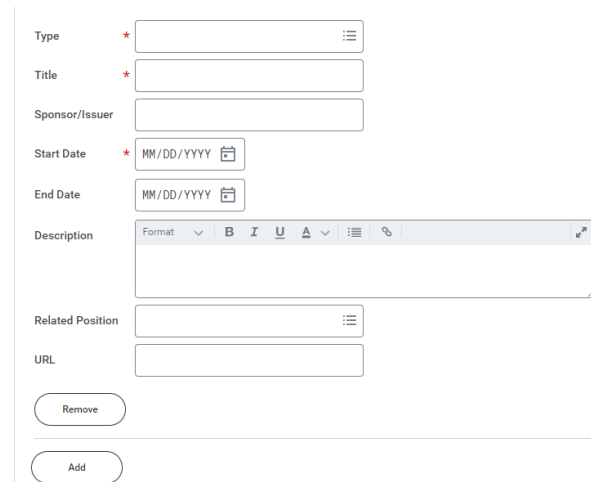| Country | × United States of America ↗ |
Certification	*
If you cannot find the certification, check here	☐
Certification Number	
Issued Date	MM/DD/YYYY
Expiration Date	MM/DD/YYYY

> **Attachments**

Remove

Add

3. To add your attachment, click the **> in Attachments**. You can drag and drop or search for the file. This is required.

4. You can continue to add certifications by clicking **Add**. If done, click **Submit**.

5. After submitting your certification, you will see a pop-up box with a confirmation.

6. You can **Edit** or **Remove** the certificate.
   Click Edit and make the changes, click Submit.
   Click Remove and click Submit.

ACHIEVEMENTS- Add Awards/Recognitions that you have received during your career, including Marathon County.

1. On the bottom of the page, click **Add Award or Activity**.

2. Enter in the information by clicking in each field and selecting the award or by searching. Any fields with a red asterisk * are required.

Type	*
Title	*
Sponsor/Issuer	
Start Date	* MM/DD/YYYY
End Date	MM/DD/YYYY
Description	Format B I U A ≡ 🔗
Related Position	
URL	

Remove

Add

3. Attachments are not required, but you can add one. Click the **> in Attachments**. You can drag and drop or search for the file.

4. You can continue to add awards or recognitions by clicking **Add**. If done, click **Submit**.

5. After submitting your certification, you will see a pop-up box with a confirmation.

PROFESSIONAL AFFILIATIONS- Add details related to your professional affiliations you are a member of including: volunteer, mentor, committee, board member, etc.

1. On the bottom of the page, click **Add**.

2. Enter in the information by clicking in each field and selecting the award or by searching. Any fields with a red asterisk * are required. Once done, click **Submit**.

Name *	
If you cannot find the affiliation, click here ☐	
Type	(empty)
Relationship	
Begin Date	MM/DD/YYYY 📅
End Date	MM/DD/YYYY 📅

Contact Information

Phone

(Add)

3. You can **Edit** or **Remove** any affiliations.
Click Edit and make the changes, click Submit.
Click Remove and click Submit.

INTERESTS- Select overall career interests from dropdown. You can Job Profiles, Skills Interest, Career Preferences and enter in Career Interests.

1. On the bottom of the page, click **Edit**.

2. There are no required fields but enter in as much information as you want on your profile.

⌄ Career

Job Profiles	
Skill Interests	
Career Preferences	
Career Interests	Format ⌄ B I U A ⌄ ≔ 🔗

3. Once entered, click **Submit.**

TALENT STATEMENS- Talent Statements are brief professional descriptions about you on the Worker profile. Talent statements can be used to support performance reviews, development discussions and career planning.