



## Manage External Job History on the Workday HTML Site

### Access the Professional Profile for Worker - Profile View Page

On the Home page select the link **Jane S. Smith (W2005499)[C]** (replace our example user with your user name)

This is method to View Worker Profile and contains the Job category. This View Worker page will display:

View Worker: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**

219917 Contingent Worker

Mail link **jane.s.smith@maryland.gov** link **Related Actions for jane.s.smith@maryland.gov**

Button **My Team**

Link **View Team**

Link **Baltimore - 301 W. Preston St** link **Related Actions for Baltimore - 301 W. Preston St** link **Preview for Baltimore - 301 W. Preston St**

Item 1

Managers

icon-multiple-managers link **Related Actions for icon-multiple-managers**

Item 1

Manager Title Text: Manager

Link **Vest M. Brown (W0999900)[C]** link **Related Actions for Vest M. Brown (W0999900)[C]** link **Preview for Vest M. Brown (W0999900)[C]**

Job

Link **Professional Profile**

Link **Job Details**

Link **All Jobs**

Link **Job History**

Link **Manager History**

Link **Management Chain**

Link **Organizations**

Link **Worker History**

Contact

Link **Contact**

Link **Emergency Contacts**

Link **Support Roles**

Personal

Link **Personal Information**

Link **IDs**

Link **Names**

Performance

Link **Languages**

Link **Education**

Career

Link **Work Experience**

Link **Certifications**



## Link **Training**

Select link **Professional Profile** under the heading Job, this will display:

Professional Profile for Worker - Profile View

Item 1

Link + **Add**

Item 1

Link + **Add**

Complete your profile in minutes. Button **Import from LinkedIn**

## Add Your External Job History

Select the first link Item 1 **Add**, this will display:

Add External Job History: Jane S. Smith (W2005499)[C] link **Preview for Jane S. Smith (W2005499)[C]**

Button **Add Item**

Item 1 link **Remove Item 1**

Text input **Job Title (required):**

Button **Company (required):** Select Company

Checkbox **Create New:** button **Validate**

**Start Date (required):** Text inputs **Year: Month: Day:** button **Validate**

**End Date:** Text inputs **Year: Month: Day:** button **Validate**

Textbox input **Responsibilities and Achievements:**

Text input **Location:**

Text input **Reference:**

Text input **Contact Information:**

For this example we will enter a job item for a Business Analyst.

Select Text input **Job Title (required):** enter the text "Business Analyst"

Select button **Company (required):** this will display:

Select Value for Company

Text input **Search** button **Search**

All

Radio buttons

(List of 920 Companies)

Buttons **Add** (grayed out) **Cancel**

If your company is not on the list then do this next step:

Return to the Professional Profile page by selecting the button **Cancel**.

Select checkbox **Create New**, select button **Validate**.

A new field will display on the screen directly following the checkbox **Create New**, this new field is:

Text input **Company Name (required)** button **Validate**.

Enter "Verizon" into text Input **Company Name (required)**, select button **Validate**.



**Title:** Manage External Job History on Workday HTML Accessible Site

**Functional Area:** Self Service

Enter "1984" for text Input **Start Date (required): Year:** Enter "08" for text Input **Month:**, Enter "12" for text Input **Day:**, select the button **Validate**.

Enter "1988" for text Input **End Date: Year:** Enter "04" for text Input **Month:**, Enter "06" for text Input **Day:**, select the button **Validate**.

Enter "Compile test reports and documentation." for textbox input **Responsibilities and Achievements:**

Enter "333 West Preston Street, Baltimore, MD 21201" for text input **Location:**

Enter "John Z. Smith" for text input **Reference:**

Enter "555-323-5798, john.z.smith@email.com" for text input Contact **Information:**

Review this Task

Textbox input **Comment:** button **Validate**

Buttons **Submit, Save for Later, Cancel**

If you select button **Save for Later**, a status page will display and a new task will be created in your Inbox to complete the process.

### [Submit Your Added External Work Experience](#)

Select button **Submit** the screen will display:

You have submitted: link **Manage External Job History: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage External Job History: Jane S. Smith (W2005499)[C]** link **Preview for Manage External Job History: Jane S. Smith (W2005499)[C]**  
**Page was saved successfully**

Next Steps

Event: Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**

Security Group: HR Coordinator link **Related Actions for HR Coordinator**

Due Date: 08/14/2015

Details and Process

For: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**

Overall Process: link **Manage External Job History: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage External Job History: Jane S. Smith (W2005499)[C]** link **Preview for Manage External Job History: Jane S. Smith (W2005499)[C]**

Overall Status: In Progress

Due Date: 08/14/2015

Details

Item 1

Add / Edit External Job

Job Title (required): Business Analyst

Company (required): Verizon link **Related Actions for Verizon**

Start Date (required): 08/12/1984

End Date: 04/06/1988

Responsibilities and Achievements: Compile test reports and documentation

Location: 333 West Preston Street, Baltimore, MD 21201

Reference: John Z. Smith



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**Functional Area:** Self Service

Contact Information: 555-323-5798, john.z.smith@email.com

Process

Button **Sort** button **Export 'Process History' items to Excel**

Process History (table) - 2 items

(Row 1)

Process: link **Manage External Job History** link **Related Actions for Manage External Job History** link **Preview for Manage External Job History**

Step: Manage External Job History link **Related Actions for Manage Education**

Status: Step Completed

Completed On: 08/12/2015 08:21:34 AM

Due Date: 08/14/2015

Person: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**

(Row 2)

Process: link **Manage External Job History** link **Related Actions for Manage External Job History** link **Preview for Manage External Job History**

Step: Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/14/2015

Person: link **Suit Z. Mang (W1051740) (HR Coordinator)** link **Related Actions for Suit Z. Mang (W1051740) (HR Coordinator)** link **Preview for Suit Z. Mang (W1051740) (HR Coordinator)**, link **Demal Zapbbrigg (W9999741) (HR Coordinator)** link **Related Actions for Demal Zapbbrigg (W9999741) (HR Coordinator)** link **Preview for Demal Zapbbrigg (W9999741) (HR Coordinator)**

Select the button **Done**, the will return you to the Professional Profile for Worker - Profile View page. The external Job History will not be displayed until it is approved.

### Using the LinkedIn Option

If you wish to use information from LinkedIn, Select the button **Import from LinkedIn**, this will display:

Please Wait . . . Connecting to Application

Page was saved successfully

We are connecting to LinkedIn. Your browser will be redirected in a moment.

Please wait until page is loaded.

Button **Done**

When the page is loaded it will display:

Your Workday Profile would like to access some of your LinkedIn info: YOUR FULL PROFILE?

Full profile including experience, education, skills, and recommendations

Sign in to LinkedIn and allow access:

Text input **Email**

Link **Join LinkedIn**

Text input **Password**

Link **Forgot your password?**

Buttons **Allow Access**, **Cancel**

Login into your LinkedIn account, if you wish to transfer your Job History information from LinkedIn.

Return to the Inbox to see the status of your changes and any actions that may be required.



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Last Updated 9/17/2015