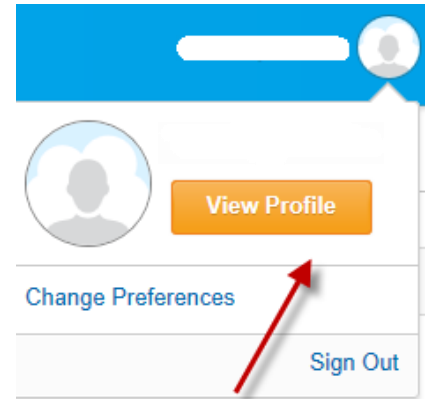
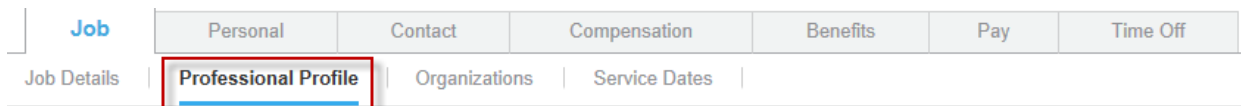


## Entering Education and Experience in Workday

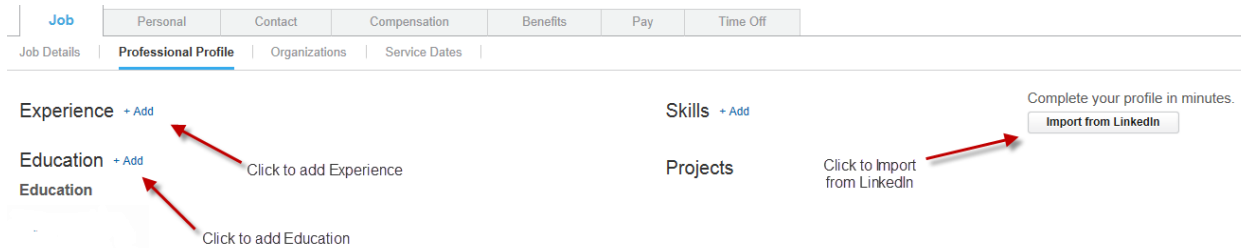
To start, click on your name at the top right on the Workday homepage and click View Profile.



Click on the Professional Profile tab under the Job section



You will be able to edit your education and experience as well as import your profile from LinkedIn.



If you choose to add Experience you will need to complete all the sections with a red asterisk. You should also complete the Responsibilities and Achievements section. If your Company does not already exist you will need to check the "Create New" checkbox.

### Add External Job History

...

**Add**

⊖

Job Title \*

Company \*

Create New

Start Date \*

End Date

Responsibilities and Achievements

Location

Reference

Contact Information

# CHAMPLAIN COLLEGE

## People Center

If you choose to add Education you will need to complete all the sections with a red asterisk. You should also complete the Degree and Degree Received section. If your School does not already exist you will need to check the "If you cannot find the school, check here".

### Add Education


...

⊖

Country	*	<input type="text" value="United States of America"/>	
School	*	<input type="text" value="search"/>	
If you cannot find the school, check here		<input type="checkbox"/>	
Degree		<input type="text" value="search"/>	
Degree Received		<input type="text" value="select one"/>	▼
Field of Study		<input type="text" value="select one"/>	▼
First Year Attended		<input type="text"/>	↑↓
Last Year Attended		<input type="text"/>	↑↓
Grade Average		<input type="text"/>	


If you would like to have LinkedIn import your profile you will need to click the button on the Professional Profile page. After clicking this, a new page will load that will ask for your LinkedIn credentials and for you to allow access. This process typically takes less than three minutes.

**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:**

Join LinkedInForgot your password?



If you have any questions please contact the People Center at [peoplecenter@champlain.edu](mailto:peoplecenter@champlain.edu) or (802) 651-5800.