Talent Management: Job Profile

Consider the employee profile as an internal resume. Keeping the job profile current ensures you are prepared for your next steps at UVA and keeps you manager up to date on your qualifications and professional development.

While there are additional tabs in the profile area, the following items are included in the standard resume. Items not included here are Competencies, Job Interests, and Development Items

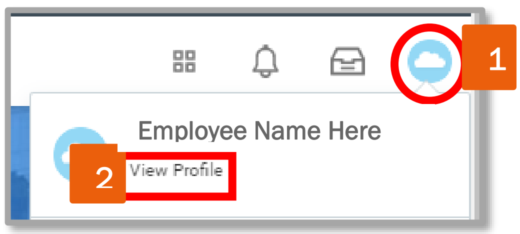
Navigate to your Profile	Professional Profile	Education	Certifications
Job History	Languages	Achievements/Publications	Professional Affiliations
Training (completed outside UVA)	Who manages my certifications?		

The Talent Profile also includes items that are not part of the internal resume, but contribute significantly to the employee's professional development, if used.

Competencies	Learning	Job Interests	Development Items

Navigate to Your Profile

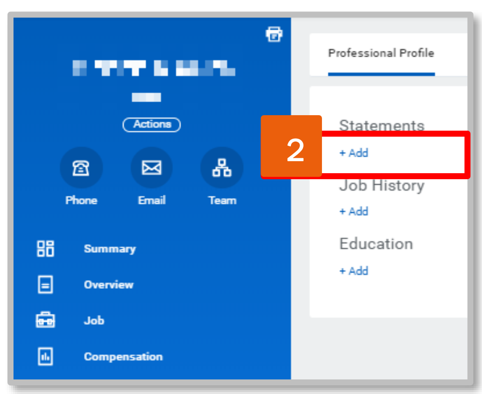
Entering or updating all profile items begins by navigating to your Employee Profile.



1. From the Workday dashboard, click on your photo icon in the upper right corner.
2. Click on **View Profile** under your name.
3. Go to the bottom of the blue Profile menu and click **More**.
4. Click on **Career.**

Professional Profile

The Professional Profile includes a Statement, Job History, and Education section. The latter two items are duplications of the same information in tabs in the Profile area. The Statement is a summary of standout talents, strengths, and experience, and is equivalent to the opening section of a resume.



1. The **Professional Profile** is the first tab that displays when the Career item is clicked.
2. Click on the **Add** link + Add .
3. **Type**: Click the prompt icon and select **Talent Statement**.
4. **Statement**: Enter your statement
5. Click **Submit**.

Once information has been added, an **Edit** link will display to the right of the statement.

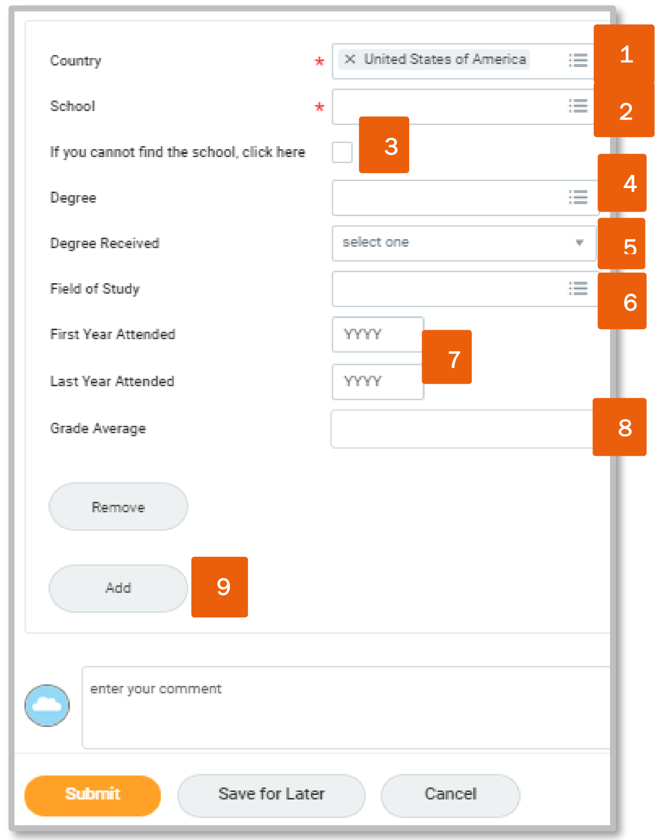
6. Click the Edit link to update entered information and click the Add link to include additional statements.

Job History – follow link to instructions

[Education](#) – follow link to instructions

Education

When the **Education** tab it updated, the **Professional Profile** is simultaneously updated.



7. **Country** - Click in the field to search for an alternate country, if needed.
8. **School** - Enter the School name in the search. College/University names are listed. Enter the generic "High School" for high school diplomas.
9. If the college/university is not listed, check the box and manually enter the name.
10. **Degree** – Click in the field and select the degree type.
11. **Degree Received** – Select yes or no.
12. **Field of Study** – Click in the field and search for the field of study.
13. **OPTIONAL**: Enter the **First Year Attended** and Last Year Attended**.**
14. **OPTIONAL**: Enter your Grade Average.
15. Click to enter additional degrees.
16. Click .

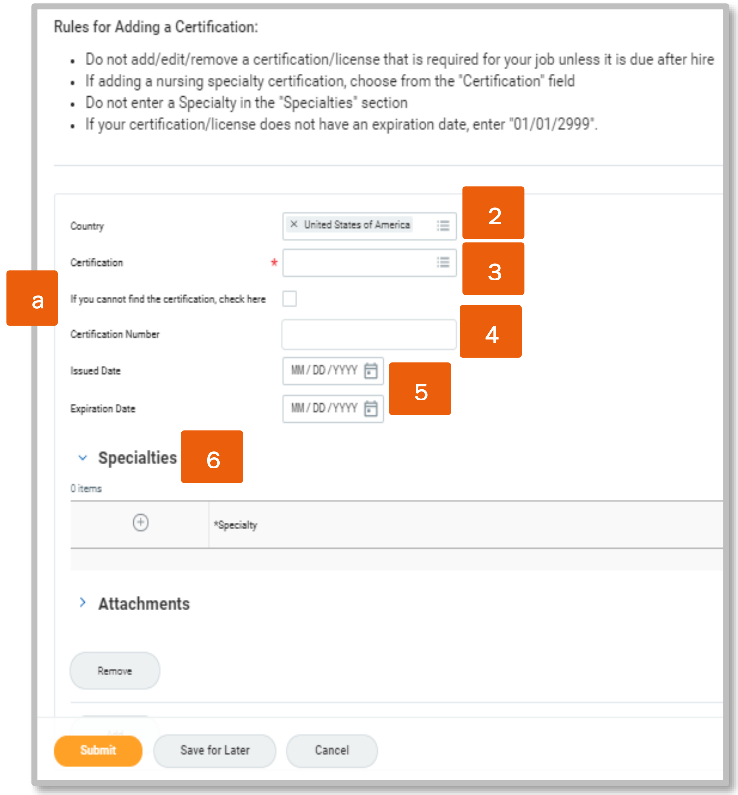
To update or revise education information, navigate to the Education tab and select the Edit button associated to the school that is listed.

Certifications

Human Resources manages most required certifications and licenses. Employees can also enter or update non-required certificates or certification required by the department. [Review who manages required certifications](#).

1. From the Certification tab, click the Add button at the bottom left of the page. Review the four rules listed at the top of the page.

2. **Country** – UVA is the default. Click in the field and search for a country if the certification is gained outside the US.



3. **Certification** – Click in the field to search for the certification. Begin with a single word search and add words to refine the search.

   a. **If you cannot find the certification**, click the checkbox. Enter the **Issuer** using the full and formal name. Do not use an acronym. Enter the **Name** of the certification in the freeform field.

   b. **Nursing Only:** Never freeform enter a certification title. Only select from the existing certifications. Search using the letters of your certification to understand naming conventions or contact AskHR@virginia.edu if unable to locate title.

4. **Certificate Number** – enter if provided on the certification.

5. **Issue** and **Expiration Date** – enter if provided on the certification.

6. Specialties field: This field is only for Human Resources use.

7. Click **Attachments** to include a copy/photo of the certification.

8. Click **Submit**.

9. Click **Done**.

- All entries are routed to the manager for approval and will be visible in the certification tab upon approval.

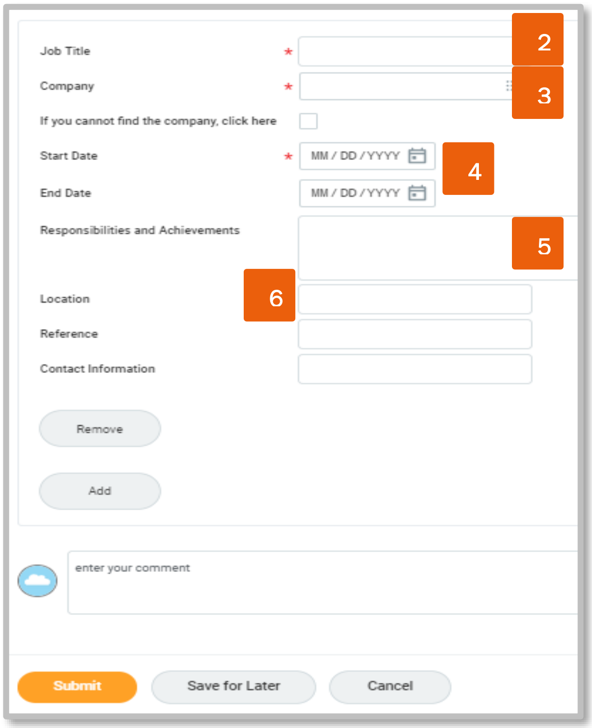
- Both the employee and manager will receive expiration notification if and expiration date was entered.

Editing Certifications – If a new number is issued with a certification renewal, do not edit a current certification, add a new certification.

To edit a certification, navigate to the certification tab and click on the edit button associated with the certification.

Job History

The job history lists all work experience in the resume. Add information to the job history tab and it will simultaneously populate in the Professional Profile.



1. In the Job History tab, click the Add button at the bottom, left area of the page.
2. Job Title – Add most recent job title.
3. Company – click in the field and search for the company name. If not list, check the Create New box and enter the company name.
4. Start and End – Enter employment dates.
5. Responsibilities and Achievements – Enter a concise and organized list. No formatting is available.
6. Location – Enter address of employer.
7. References – Optional – Best used when apply for a position.
8. Contact Information – Optional – Best used when apply for a position.
9. Click the Add button Add to enter additional jobs.
10. Click the **Submit** button Submit.

To edit items, return to the Job History tab and click on the Edit button associated with the job.

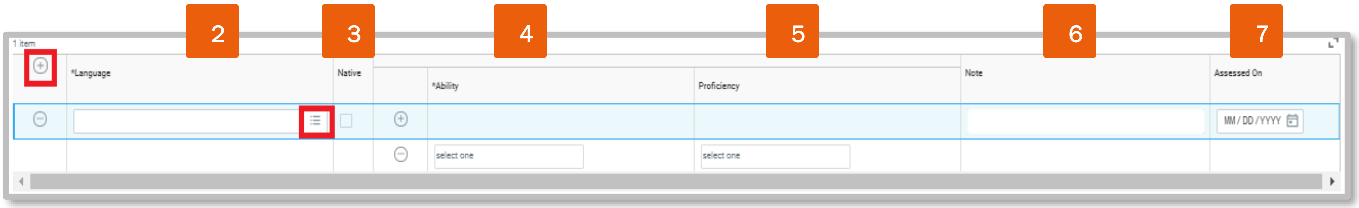
Languages

Employees can enter languages they can speak, read, write or comprehend.

Employees who intend to volunteer or apply for a position as an interpreter:

- The Medical Center has strict criteria on who can provide translation services for patients and family members.
- Entering language information into Workday does not qualify as meeting this criterion.
- Language Assistance Services facilitates a 40-minute phone test for bilingual providers who are interested in communicating healthcare information to patients. Contact 434.982.1794.

1. From the Language tab, click on the Add button in the bottom, left area of the page.



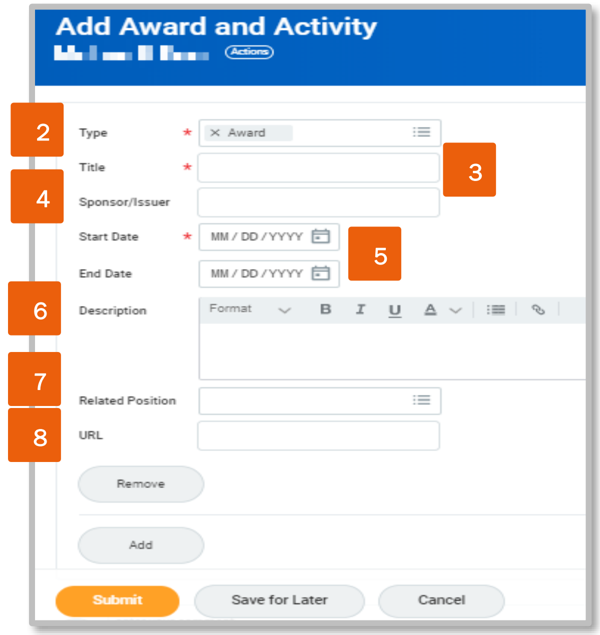
2. Click in the field in the **Language** column and search for the language to be entered.
3. **Native** – Check the box if this is your native language.
4. **Ability** – Click in the field and select your ability with the language. Click the **Plus** button to enter additional **Ability** criteria, if appropriate.
5. **Proficiency** - Click in the field and select the proficiency associated to the ability in the previous column. Each row of ability should align with a proficiency.
6. **Note** – OPTIONAL: If your proficiency has been assessed, enter the assessor. Enter any other relevant notes.
7. **Assessed On** – OPTIONAL: Enter the date of the most recent assessment of proficiency.
8. Click the **Plus**  button in the Language column enter an additional language and repeat steps 2 - 7.
9. Click **Submit**.

To edit items, return to the Language tab and click on the Edit button associated with the language.

Achievements/Publications

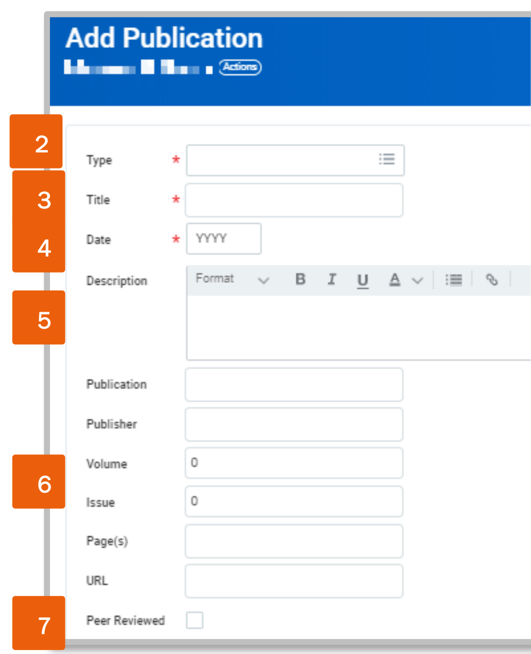
Achievements and Publications are visible to hiring managers for internal positions. Achievements include separate instructions for adding awards and publications.

Add Award:



1. Click the **Add Awards and Activities** at the bottom left of the page.
2. **Type** – Select between Accomplishment or Award.
3. **Title** – Enter an accomplishment/award title.
4. **Sponsor/Issuer** – OPTIONAL – Enter award host.
5. **Start and End Date** – Enter when award was given.
6. **Description** – OPTIONAL – Describe the significance.
7. **Related Position** – OPTIONAL – Select position held when award was given.
8. **URL** – OPTIONAL – Provide hyperlink to websites related to
   the accomplishment/award.
9. To include additional accomplishments/awards, click the **Add** button.
10. Click **Submit**.
11.

Add Publication:



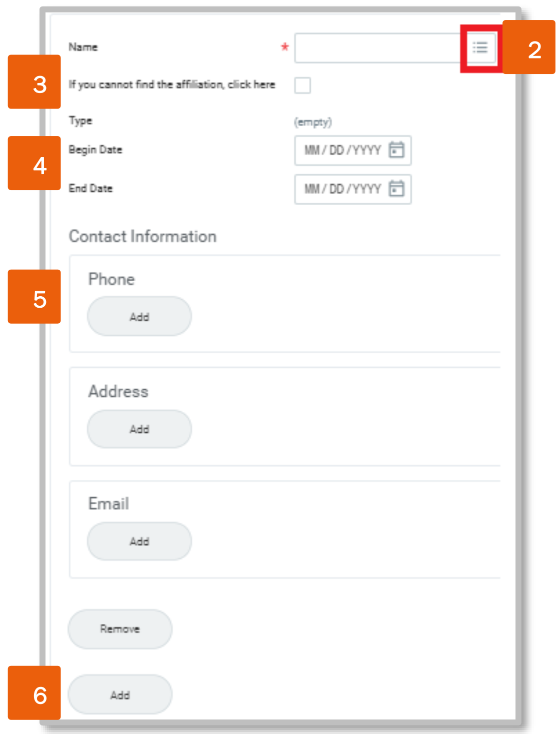
1. Click **Add Publication** at the bottom of the page.
2. **Type** – Select between Accomplishment or Award.
3. **Title** – Enter an accomplishment/award title.
4. **Date** – Enter the year of publication.
5. **Description** – OPTIONAL – Enter a description of the article, paper, book, etc.
6. **Publication**, **Publisher**, **Volume**, **Issue**, **Page**, & **URL** – Enter all information where applicable
7. **Peer Reviewed** - check if appropriate.

8. Contributors - Click the **Plus** icon ⊕ to add contributors to the publication. Click the **Plus** icon to include additional contributors
    a. Enter country of residence (if known) and given names vs. nick names.
9. To include additional publications, click Add .
10. Click **Submit**.

To edit items, return to the Achievements tab and click on the Edit button associated with the award or publication.

Professional Affiliations

Professional Affiliations are visible to hiring managers for internal positions.

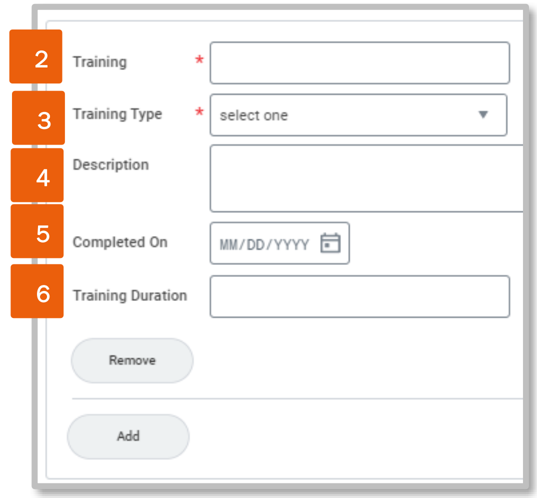


1. Click the Add button at the bottom left corner of the page.
2. **Name** – click in the field and search for the affiliate name.
3. If affiliate is not already in Workday, check the box:
    a. Enter the full affiliate **Name**, not an acronym.
    b. Enter the **Type** of affiliation.
4. **Begin** and **End Date** – Enter when the affiliation was joined and if no longer in the affiliation, enter the end date.
5. **Contact Information**: Enter the Phone, Address and Email of the affiliation.
6. Click the **Add** button to enter additional affiliations.

To edit items, return to the **Professional Affiliation** tab and click on the Edit button associated with the affiliation.

Training (completed outside UVA)

Employees can track training or conferences that occur outside of UVA, or not tracked in Workday Learning. The records will be included in the resume when applying for internal positions.



1. Click the Add button at the bottom left corner of the page.
2. **Training** - Enter the title of the training/conference.
3. **Training** Type – Enter focus of training/conference.
4. **Description** – OPTIONAL – Provide agenda.
5. **Completed On** – Enter the last day of the training/conference.
6. **Training Duration** – Enter the number of days attended.
7. Click the **Add** button to enter additional events.

To edit items, return to the **Professional Affiliation** tab and click on the Edit button associated with the affiliation.

Who Manages My Certificate?

There are some certifications that are a regulatory requirement, some are required for job advancement, and others are optional for the employee. This determines who manages the certificate entry.

1. Regulatory requirement for the position:
    a. Entered by Human Resources upon hire.
    b. Pending expiration, notification is sent to the employee and manager.
    c. Employee can upload a new certificate that is routed to Human Resources for approval.
2. Managerial expectation, or affects job advancement or pay:
    a. Entered by employee and routed to the manager for approval.
    b. Pending expiration, notification is sent to the employee and manager.
3. Not a requirement for the position (optional)
    a. Entered by the employee and routed to the manager for approval.
    b. Pending expiration, notification is sent to the employee and manager.

Learning

The Learning history is populated as employees' complete courses in Workday Learning. Course completions cannot be manually added.

The area is broken into three sections:

Not Started: Courses enrolled in by the learner or assigned to the learner, but the learner has not opened/started the course.

In Progress: Courses that the learner has started but not completed.

Learning History: Courses that have been completed.

1. The learner can enter any course by clicking on the title.
2. Click on the header of the table to sort of filter to specific course titles.

Job Interests

Employees can identify jobs of interest as the next step in their career at UVA. After selecting jobs of interest, view what training has been completed by employees already in these roles.

1. Click the Edit button at the bottom left of the page.
2. **Job Profiles**: Enter an existing job profile title into the search.

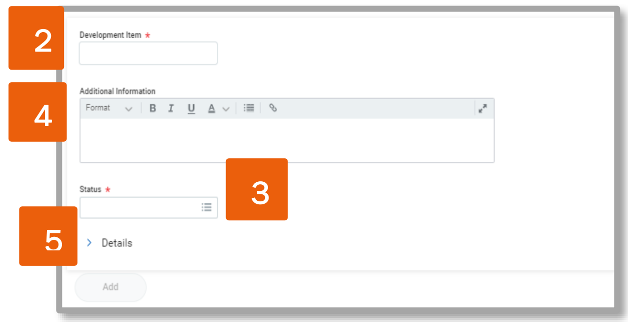
NOTE: If you do not know an official job profile title but know someone at UVA who is in a desired job, type the person's name in the global search. When their Talent Profile appears, look at the information on the right to locate their Job Profile title.

3. Click the search prompt to search for additional roles.
4. Click Submit.
5. Click Compare to Job to view requirements for the job of interest compared to education, certifications, competencies, etc.
6. Click Opportunity Graph to view where others in your role have advance.

Development Items

The intent of Development Items is to provide a space for employee to identify professional development items and track their progress towards success. This area is visible to the employee's manager which enables a conversation in creating a plan for success. Upon entry, **Development Items** are not routed to the manager for approval but can be viewed by the manager at any time.

1. Click the Add button at the bottom left corner of the page.
2. **Development Item**: Create a title for the item.
3. **Status**: Select the stage of progression.



The remaining items are optional.

4. **Additional Information**: Add any description or use as an area to document milestones or progress.
5. Click on **Details.**
6. Enter a **Start Date**.
7. Enter a **Completion Date** upon successful completion.
8. Click ✓ in the upper right corner of the Development Item so save entries.
9. Edit a Development Item by returning to the page and clicking the ✎ icon.
10. Delete a Development Item with the ✕ icon.