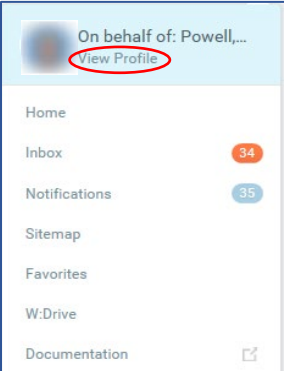


Section 1: Update Professional Profile

PURPOSE

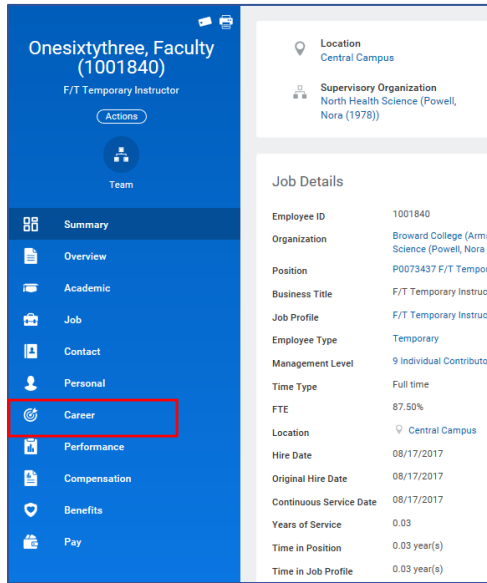
Current employees interested in applying for another position at Broward College must update their Career Profile in Workday prior to applying for a position. When updating your professional profile, you will be prompted to enter your job history, education, skills and certifications. Applicants can also attach required document(s) pertaining to the position.

PROCEDURE

Step 1	<p>Log into Workday, Select Photo > View Profile</p>  <p>The screenshot shows a user menu in Workday. At the top, it says 'On behalf of: Powell, ...' with a profile picture icon. Below this, the 'View Profile' link is circled in red. The menu also includes links for Home, Inbox (with a red notification badge showing '34'), Notifications (with a blue notification badge showing '35'), Sitemap, Favorites, W:Drive, and Documentation (with a document icon).</p>
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Continued

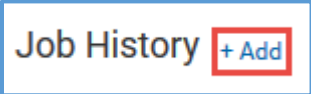
Step 2 | Your Profile page displays on left side of the screen. Click on the **Career** tab and enter information under each tab.



Enter information in specific tabs:

- Job interests
- Career interests
- Certifications
- Competencies
- Education
- Languages
- Professional Affiliations and more...

Step 3 | Tabs are located across the top of the page. In the table are tabs that require completion.

Field	Then
Education	Submit education credentials to HR Records .
	<ol style="list-style-type: none"> 1. Click on Add 2. Fill out the fields as applicable. Required fields are denoted with a red asterisk (*)

3. Click on Add at the bottom of the screen to add more work experience

The screenshot shows a form for adding work experience. The fields are: Job Title (required, marked with a red asterisk), Company (required, marked with a red asterisk), Create New (checkbox), Start Date (required, marked with a red asterisk, with a date picker icon), End Date (with a date picker icon), Responsibilities and Achievements (text area), Location, Reference, and Contact Information. At the bottom, there is a 'Remove' button and an 'Add' button, which is highlighted with a red box.

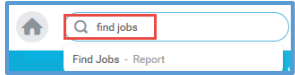
4. Click **Submit > Done**

Skills can be added to the Job section of your profile on the Professional Profile tab

1. Click on **Add**
2. Click the prompt icon ☰ to select a skill by **Category**
Note: If the skill you are searching for is not available under **Category**, click on **Create New** to create
3. Fill out the field(s) as applicable. Required fields are denoted with a red asterisk (*)
4. Click on **Add** to include additional skills
Note: To remove a skill, click on the ✕ icon. To edit a skill, click on the ✎ icon
5. Click on the back button on your browser to return to previous screen

Continued

Section 2: Apply for Jobs (Internal Candidates Only)

Step 1	Type and select Find Jobs in the search field	
Step 2	<p>This message will appear for you to confirm:</p> <p>VERY IMPORTANT: You must update your professional profile in Workday before applying for another position at the College. The instructions can be found on the Jobs at BC page which is accessible from the Broward College main website.</p> <p>Note: Please check the box to confirm that you have read the instructions above. <input type="checkbox"/></p>	
Step 3	<p>Screen appears with all current advertised positions</p> <p>Note: You may filter by Time Type, Worker Type, Location, etc. or enter the alpha-numeric requisition number.</p>	
Step 4	<p>Find the position you are interested in applying for and read the entire position description and qualifications.</p>	
Step 5	<p>Required Documents: The required document(s) are listed in the “comments” field on the job announcement.</p> <p>Please have these document(s) available before you begin the application process.</p>	
Step 6	<p>Click on Apply and complete the application form as applicable.</p>	
Step 7	<p>ATTACHMENTS - In the “Resume/Cover Letter” section, upload all required documents.</p> <p>Click on the “Upload” button to attach each individual document separately e.g. Cover Letter, Resume, Unofficial Transcript, as applicable. Unofficial transcript(s) must show the conferred date of the degree.</p>	
Step 8	<p>Verify the information entered is accurate and click on “Submit” or “Save for Later” to complete later, or “Cancel” to stop the application process.</p>	