

# Update Talent Profile: From Inbox Task

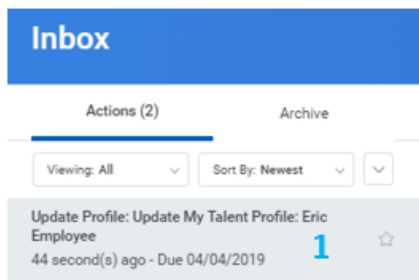
## Overview

Your Talent Profile allows you to share your work experience, skills, desires, career aspirations, and availability for travel and relocation. This is useful to showcase your skills and experience and be included in the talent review process for new opportunities at CoorsTek. It is also a great starting point for a career conversation with your manager.

**Who Does This:** Employee

## Things to Know:

- Talent Profile information is visible on your Workday Profile but varies depending on who is viewing your profile:
  - ✓ Your management chain and HR can view all information you add to your Talent Profile.
  - ✓ Other employees can view your Job History, Education, Skills, Certifications, and Professional Affiliations.
- Each year, an inbox task will be pushed out to Workday inboxes as a part of the Talent Review process. This will serve as a reminder for you to update your Talent Profile with your latest information.
- If you would like to add information to your Talent Profile that is not available in the list (Schools, Certifications, etc.), please submit an IT ticket.



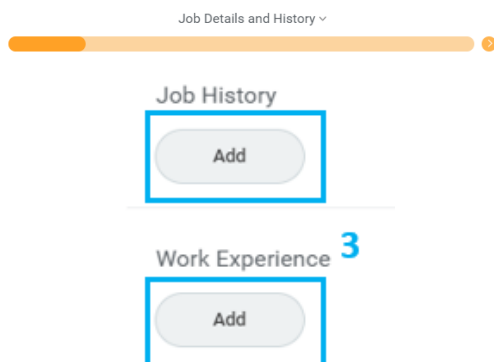
### Step 1

Select the **Update my Talent Profile** task from your Workday inbox.



### Step 2


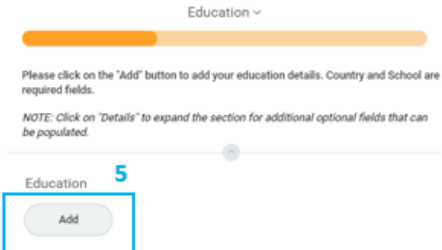

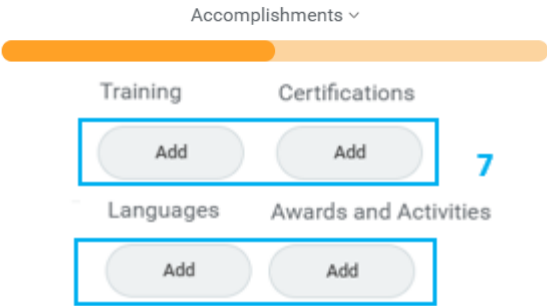

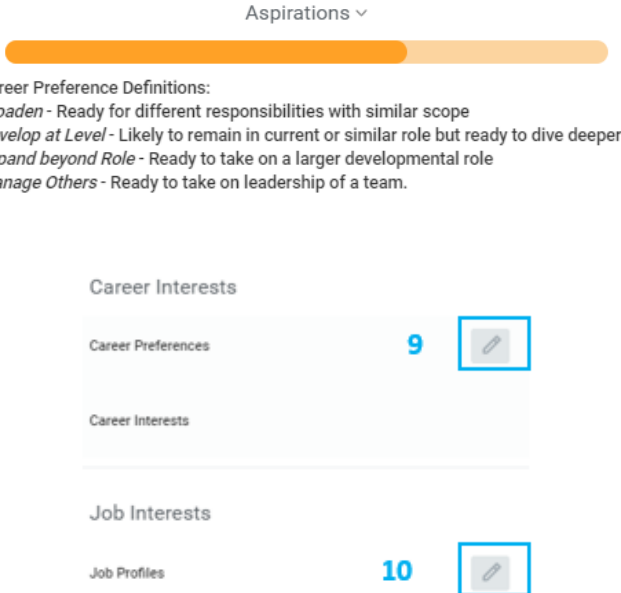
Choose **Go to Guided Editor**.



The Job Details and History section will pre-populate with job profile and service date information as well as any previously entered talent information.

### Step 3

Click on **Add** to include any job history or work experience skills that are not already listed.

	<p><b>Step 4</b> Click <b>Next</b> to move to the next section.</p>
	<p>The Education section will pre-populate with any information you have previously entered.</p> <p><b>Step 5</b> Click on <b>Add</b> to include any additional education details to your profile.</p>
	<p><b>Step 6</b> Click <b>Next</b> to move to the next section.</p>
	<p>The Accomplishments section will pre-populate with any training, certifications, languages, and awards/activities previously entered.</p> <p><b>Step 7</b> Click on <b>Add</b> to include any additional accomplishments to your profile. There is help text included with the inbox task that will further elaborate on what should be included in each accomplishments category.</p>
	<p><b>Step 8</b> Click <b>Next</b> to move to the next section.</p>
	<p>The Aspirations section will pre-populate with any career and job interests you have previously entered. You may remove previous data or add to it.</p> <p><b>Step 9</b> Click on the pencil icon next to Career Preferences to select your ideal aspirations. The Career Preference Definitions are included in the help text of the inbox task.</p> <p>The Career Interests field is an open text box so you can further elaborate on your interests and future career aspirations.</p> <p><b>Step 10</b> Click on the pencil icon next to Job Interests to select specific job profiles at CoorsTek that appeal to your future growth desires.</p>

	<p><b>Step 11</b> Click <b>Next</b> to move to the next section.</p>
	<p>The Mobility section will pre-populate with any travel and relocation information that you have previously entered.</p> <p><b>Step 12</b> Click on the pencil next to Travel and enter or update your willingness to travel and travel time preferences.</p> <p><b>Step 13</b> Click on the pencil next to Relocation and enter or update your willingness to relocation and your short-term and long-term relocation preferences.</p>
	<p><b>Step 14</b> Click <b>Next</b> to move to the next section.</p>
	<p><b>Step 15</b> On the summary page, review all of your talent data to ensure it is entered to your satisfaction.</p> <p>If any information needs to be modified, you can click the pencil next to that section and update through the summary page.</p>
	<p><b>Step 16</b> Once you are satisfied with your talent data, click on Submit. You will be able to view your information through your Workday profile after submitting.</p> <p>If you want to edit your talent information after you submit from the inbox task, refer to the <a href="#">Update Talent Profile – from Worklet</a> job aid.</p>