

# Update Talent Profile: From Worklet

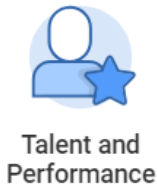
## Overview

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

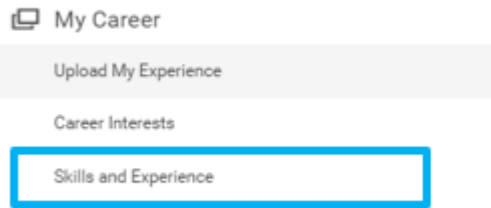
## Things to Know:

- 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.
- You may update your Talent Profile at any time by following the steps below.
- 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

Choose the **Talent and Performance** worklet.



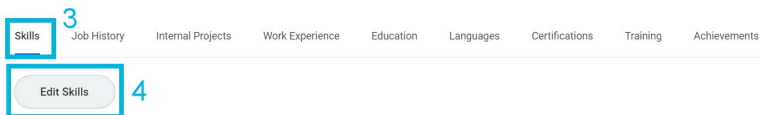
### Step 2

Under My Career, choose **Skills and Experience**.

## Skills and Experience

Actions

Position Production Operator III -



### Step 3

Select the **Skills** tab.

### Step 4

Select **Edit Skills**.

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|  | <p><b>Step 5</b><br/>In the <b>Skills</b> field, type a skill you have and press <b>Enter</b>.</p> <p>A list of matching skills will appear.</p> <p><b>Step 6</b><br/>Check the box next to the skill(s) you would like to add.</p> <p>Repeat Steps 5 and 6 for each skill you want to add.</p> <p><b>Step 7</b><br/>Select <b>OK</b>.</p> |
|  | <p><b>Step 8</b><br/>Select <b>Done</b>.</p>   |
|  | <p><b>Step 9</b><br/>To continue, select each section under <b>Skills and Experience</b> and click <b>Add</b> to update your information.</p> <p>Once you have updated each section under Skills and Experience, move to Step 10.</p>  |
|  | <p><b>Step 10</b><br/>Select the <b>Home</b> button.</p> <p><b>Step 11</b><br/>Choose the <b>Talent and Performance</b> worklet.</p>   |
|  | <p><b>Step 12</b><br/>Under My Career, choose <b>Career Interests</b>.</p>   |
|  | <p><b>Step 13</b><br/>Select each <b>Career Interests</b> tab and click <b>Edit / Add</b> to update your information.</p> <p>Once you have updated each Career Interests tab, your Talent Profile is complete!</p>   |