

Job Aid: Add Work Experience

Please follow these steps to add or update the Work Experience in your Workday profile.

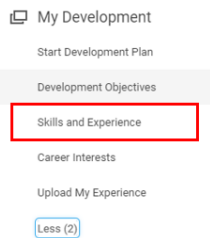
Step 1

Choose the **Talent and Performance** worklet



Step 2

Under the “My Development” menu, choose **Skills and Experience**

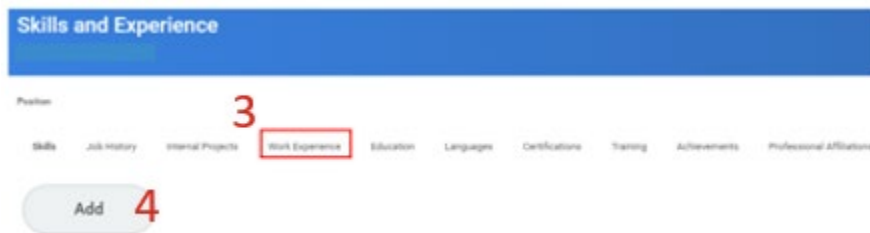


Step 3

Select the **Work Experience** tab

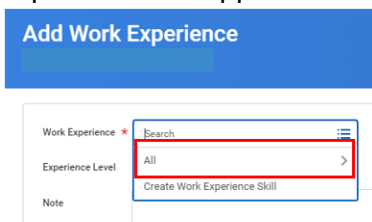
Step 4

Select “Add”



Step 5

In the Work Experience field, start typing your Work Experience and a list of matching experience will appear. You can also select “All” and search for applicable Work Experience



Step 6

Select the Radio Button next to the Work Experience you wish to add

Work Experience *
Experience Level
Note
Remove
Add

- Experience
- Employee Relations Experience
- ERT (Emergency Response Team)
- Executive Support
- External Recruiting Experience
- Extrusion and/or Injection Mold Operation
- Final Inspection
- Financial Reporting Experience
- Forklift
- GD&T/Blueprint Reading

Step 7

From the dropdown menu under **Experience Level**, select the radio button next to the appropriate level of experience you have

Work Experience * x GD&T/Blueprint Reading ...
Experience Level
Note
Remove
Add

- 10+ Years
- 1 - 3 Years
- 3 - 5 Years
- 5 - 10 Years
- Up to 1 Year

Step 8

The Note field is optional if you would like to add additional information regarding this work experience

Step 9

Select "Add" to search for and add more work experience skills

Step 10

Select "Submit" when you have added all work experience skills.

Work Experience * x GD&T/Blueprint Reading ...
Experience Level x 5 - 10 Years ...
Note Optional area to add additional details about Work Experience
8
Remove
Add 9
Submit 10 Save for Later Cancel