

Complete Talent Profile on Mobile Device

Overview

This Job Aid will assist team members in updating your talent profile through a mobile device.

Who Does This: Employee

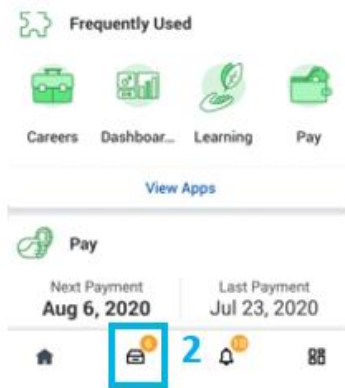
Things to Know:

- Each year, an inbox task is pushed out to Workday inboxes as part of the Talent Review process. This is a reminder for you to update your talent profile with the latest information.
- This task can be completed on a mobile device by following the steps below.
- You must have the Workday app installed on your mobile device in order to access the inbox task.



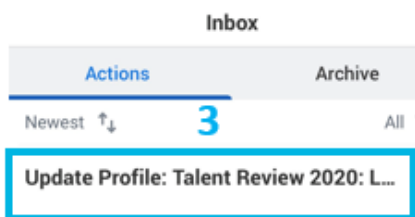
Step 1

Select the Workday application from your mobile device



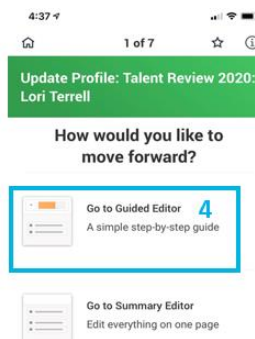
Step 2

Click on the inbox icon located at the bottom of the screen.



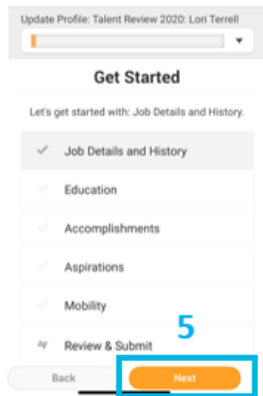
Step 3

Click on the Update Profile inbox task.



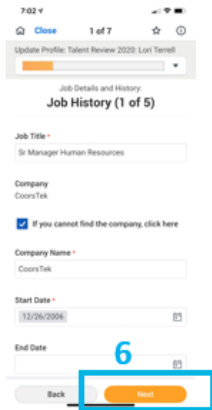
Step 4

Select Guided Editor to go through each section step by step.



Step 5

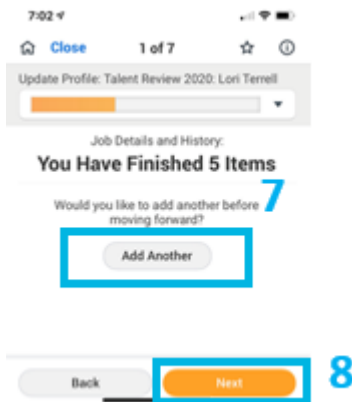
The **Get Started** page will be displayed and will show an overview of all sections to be completed. Hit **Next** to begin adding your talent data.



Step 6

The first section is Job Details and History. Any previously entered job history will populate. You can review for accuracy and edit the job details if needed. Select **Next**.

Repeat step 6 for each job that has been entered

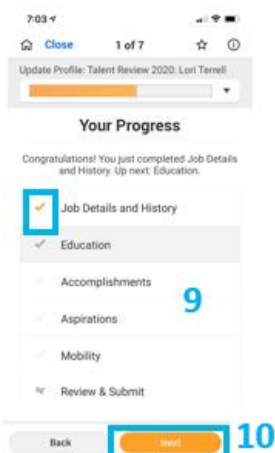


Step 7

After you have reviewed all jobs that have been previously entered, you can add any additional jobs by selecting **Add Another**.

Step 8

Once you have added all jobs, select Next to move to the next section.

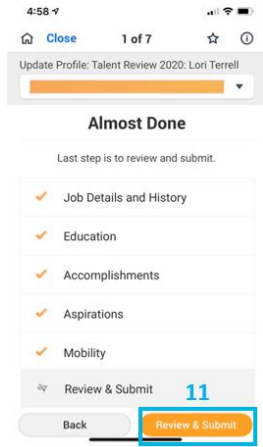


Step 9

A checkmark will appear by each section that you have completed. Repeat steps 6-8 for all remaining talent profile sections

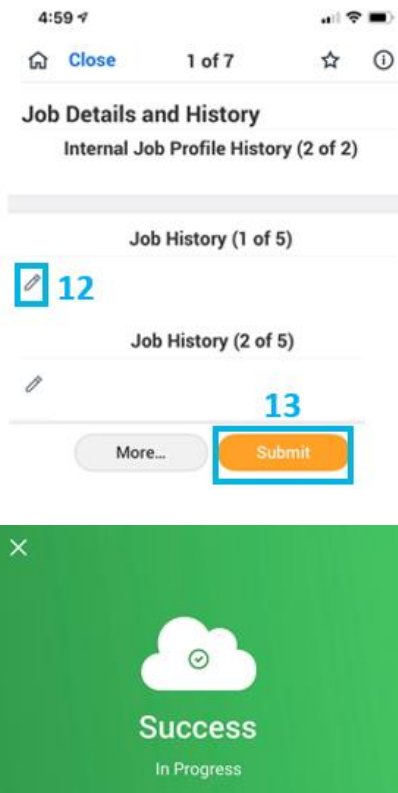
Step 10

Hit Next to proceed to each of the next sections.




Step 11

Once all sections have been entered, you will receive the **Almost Done** screen. Select **Review and Submit**.



Step 12

You will have one last opportunity to review all of your talent information. Editable sections can be updated by selecting the  icon.

Step 13

Once you are satisfied with your data, hit **Submit**.

You will receive a “Success” screen to confirm that your submission is successful.

For additional details on completing the talent profile task, please refer to the [Update Talent Profile – From Inbox Task](#) job aid.