

Workday: Manage Your Career

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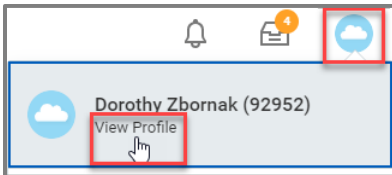
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Update Career Information

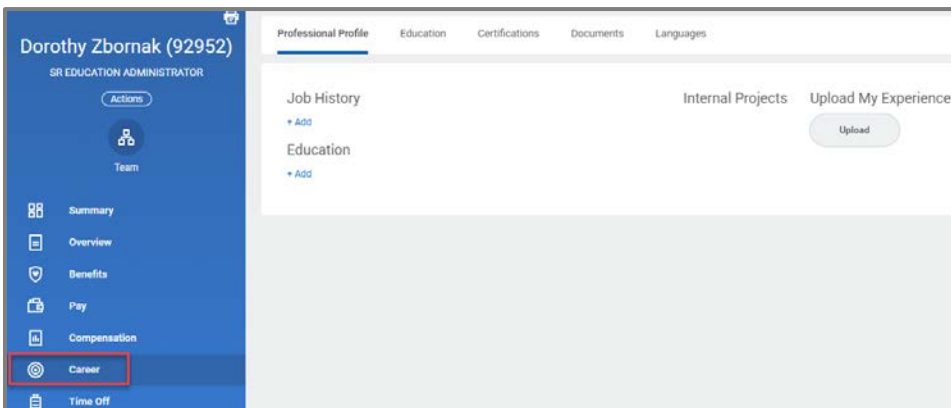
Prior to searching for a job, access your profile to update career information.

This section can be viewed in the corresponding video at location 2:23.

1. From the Cloud Icon, select **View Profile**.

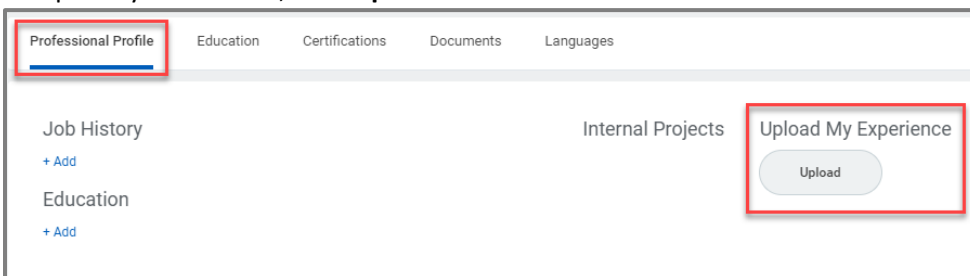


2. From the **Career tab**, you can update your job history, education or upload certifications.

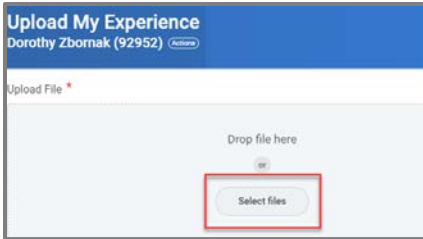


Professional Profile

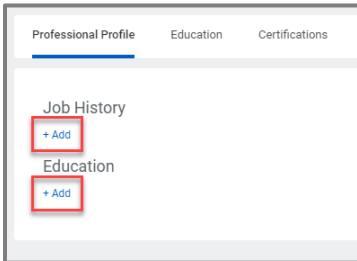
1. Update your **Professional Profile** by adding job history and education. You may upload your resume or copy and paste data from your resume into the job history and education fields.
 - a. Please ensure all work experience and education is entered, including your current position at UMMC.
2. To upload your resume, click **Upload**.



3. You may drag and drop files into the gray box or upload a document from your computer. To upload, click **Select files**.
 - a. **Review all information for accuracy before submitting your application.**



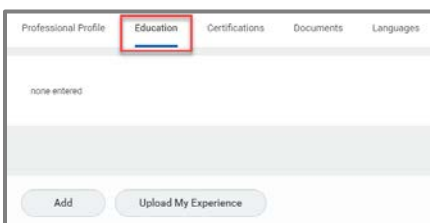
4. To copy and paste information from your resume, click **Add**.



5. Enter information about your job history or education.

Education

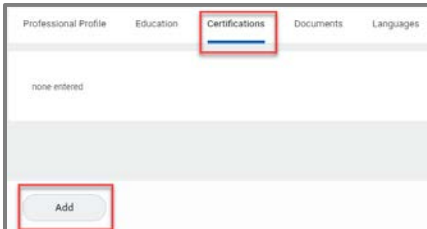
1. The information on the **Education** tab will populate from the professional profile tab. However, you may click **Add** to enter additional information or **Upload My Experience** to upload your resume.



Certifications

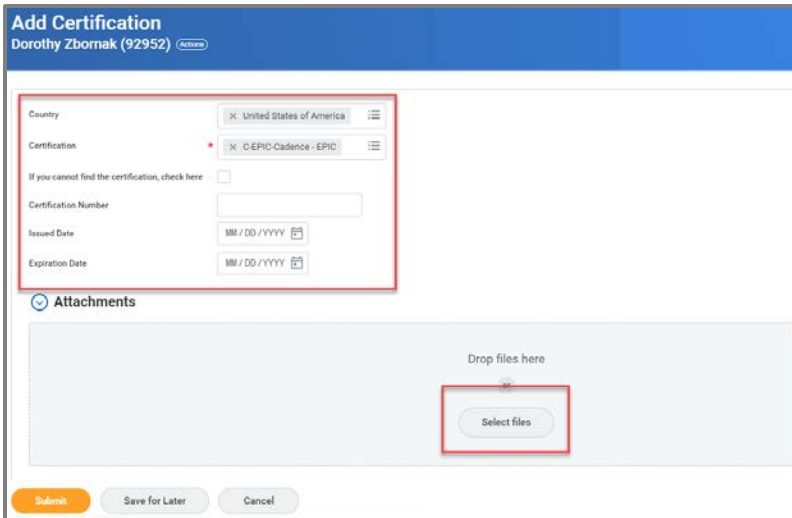
Certifications should only be added if they are listed as a requirement on your job profile, which can be viewed from the My Job Profile application on your home page (click [here](#) for instructions).

1. To enter a **Certification**, click **Add**.



A screenshot of a user profile page with tabs for Professional Profile, Education, Certifications, Documents, and Languages. The Certifications tab is selected and highlighted with a red box. Below the tabs, the text "none entered" is displayed. At the bottom left, there is a button labeled "Add" also highlighted with a red box.

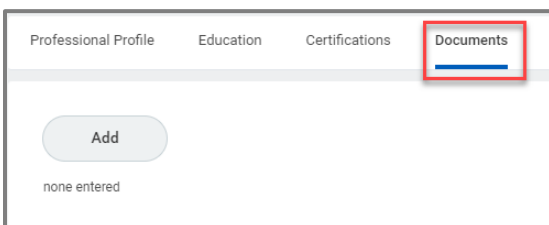
2. Enter certification information and upload a copy of the document by clicking **Select files**.



A screenshot of the "Add Certification" form for Dorothy Zbornak (92952). The form includes fields for Country (United States of America), Certification (C-EPIC-Cadence - EPIC), Certification Number, Issued Date, and Expiration Date. Below these fields is an "Attachments" section with a "Drop files here" area and a "Select files" button highlighted with a red box. At the bottom, there are buttons for "Submit", "Save for Later", and "Cancel".

Documents

1. If you wish to upload a certification that is not required in your job profile, please upload it in the **Documents** tab.

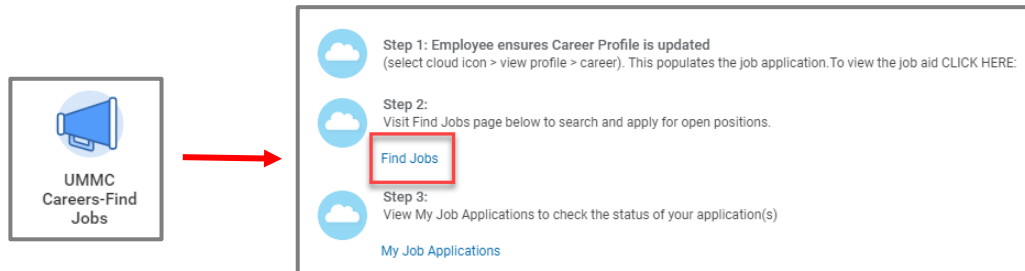


A screenshot of a user profile page with tabs for Professional Profile, Education, Certifications, and Documents. The Documents tab is selected and highlighted with a red box. Below the tabs, there is an "Add" button and the text "none entered".

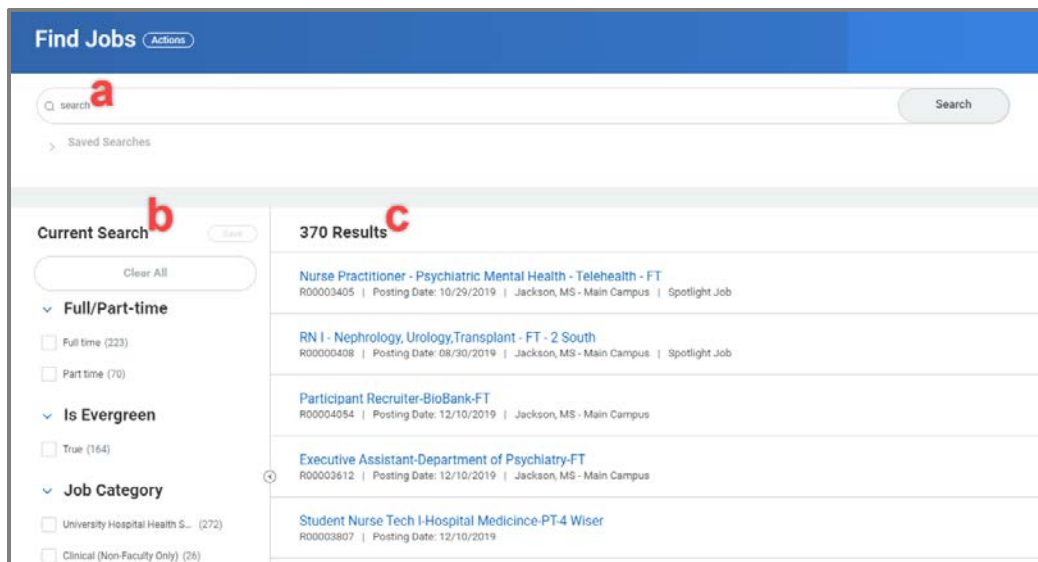
Apply for a Job

This section can be viewed in the corresponding video at location 5:21.

1. From the **Find Jobs** application on the home page, select **Find Jobs**.



2. On the Find Jobs page, you may:
 - a. Enter the Requisition number or job title in the **search bar**.
 - b. Set **filters** with the option on the left of the screen.
 - c. **Scroll** through the results listed.



3. After you have found the position for which you would like to apply, you may review the Job Description details such as the Job Summary, Responsibilities and Compensation Grade. For instructions to view your *current* pay grade, click [here](#).
4. To apply for a position, click **Apply**.

View Job Posting Details
Executive Assistant-Department of Psychiatry-FT [Actions](#)

Job Description

Welcome to the internal UMMC Careers page!

Prior to applying, please ensure your worker profile is current with work history and your education. You will be unable to edit/add/change your application once it is submitted.

We want your application process to go smoothly and quickly. We ask that you keep in mind the following when completing your application:

- Employees are required to have worked 90 days in their current position prior to applying to a new position.
- Once you start the application process you cannot save your work. Please ensure you have all required attachment(s) available to complete your application before you begin the process.
- Applications must be submitted prior to the close of the recruitment. Once a recruitment has closed, applications will no longer be accepted.
- If a position requires an assessment it must be completed online. After completing your application, if an assessment is required, an email with instructions will be sent to you.
- If you are asked to interview for a UMMC position, your manager will be notified.
- If a requisition is listed as INTRA DEPARTMENTAL, then only those employees in that department/unit will be considered. Your application will be disqualified if you apply and are not an employee of that department/unit.

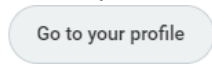
Job Details

Internal: Executive Assistant-Department of Psychiatry-FT

Job Requisition ID	R00003612
Location	Jackson, MS - Main Campus
Posting Date	12/10/2019 - 28 days ago
Job Family	Clinical Administrative Support (CAS)
Time Type	Full time
Job Type	Regular
Supervisory Organization	SOM-Psychiatry-Mgr-Business Operations (Mandi Ford (49463))

[Apply](#)

- Any information entered in the Professional Profile, Education and Certifications tab will populate.
 - You may also make necessary changes to your career profile before proceeding. Click



to make any edits.

- You may still upload your resume, cover letter or certifications by dragging the documents into the gray box in the middle of the screen or uploading a file from your computer.
- To upload your documents click **Select files**.

Resume / Cover Letter

Drop files here

or

[Select files](#)

- Complete the job application questions in the Internal Candidate Job Application Questions section and certify that you agree to the statements in the Acknowledgement, Consent and Release section.

View Job Applications

This section can be viewed in the corresponding video at location 6:17.

- To view your job applications after you have applied, click the **UMMC Careers - Find Jobs** application on your home page, then select **My Job Applications**.

UMMC Careers-Find Jobs

Step 1: Employee ensures Career Profile is updated (select cloud icon > view profile > career). This populates the job application. To view the job aid [CLICK HERE](#).

Step 2: Visit Find Jobs page below to search and apply for open positions.

[Find Jobs](#)

Step 3: View My Job Applications to check the status of your application(s).

[My Job Applications](#)

- Click **Ok**.
- You can view previous job applications here.

← My Job Applications Actions



Processing Worker Dorothy Zbomak (92952)

Date Applied	Job Title	Job Requisition	Location	Candidate Status	Department
01/07/2020	Internal: Hospital Tech II -Child Psychiatric	R00000236 Hospital Tech II -Child Psychiatric FT (Open)	Main Campus	Application under review	Childrens Behavioral Health (46522) (Inherited)

View Required Certifications

1. Select the **My Job Profile** application on the home page.

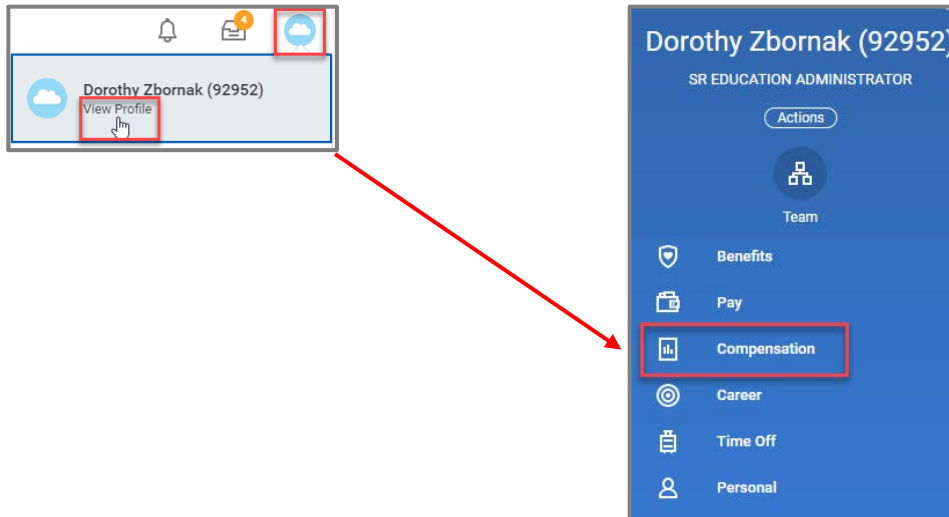


2. Any required certifications, licenses or registrations will display in the Job Description column.

Job Code	Job Profile Name	Job Description	Job Family	Job Category	Job Classification
3093	SR EDUCATION ADMINISTRATOR	BACHELOR'S DEGREE IN A RELATED FIELD WITH THREE (3) YEARS OF RELATED EXPERIENCE OR EQUIVALENT COMBINATION OF EDUCATION/EXPERIENCE. CERTIFICATIONS, LICENSES OR REGISTRATION REQUIRED: NA	Educational Support (ES)	20NM - Non Medical Professional	259000 - Other Education, Library (U Standard Occupational Classifications (SC United States of America) 2 - Professionals (EEO-1 Job Categories-United States of America) 3 - Other Professionals (IHL Job Classification) UNUM - Long Term Disability (Benefit Eligibility-United States of America)

View Current Pay Grade

1. From the Cloud Icon, select **View Profile**. Then select **Compensation**.



2. Your current grade is listed under Compensation.

