EMPLOYEE JOB AID

REVIEWING AND EDITING YOUR EMPLOYEE PROFILE

As an employee it is important to keep your profile up-to-date. Resource Management uses key information contained in your Job and Career profiles to place employees against demand. This information will come from your Professional Profile (past Job History), Work Experience (formerly referred to as skills), resumes, employee travel/relocation preferences, etc.

Your business title, job family, and job family group are now automatically populated based on your job profile that was selected by your career manager/leadership. This can be changed by your manager initiating a job change process.

Once logged in to Workday, click on your Name in the upper right hand corner, and then View Profile.

**Summary:** This tab provides a high level overview of your Position Title, Manager, Location, and Cost Center, Education, Job History, Feedback and Job Details.
Job: This tab will reflect specifics about your job history and organizational hierarchy at Booz Allen.

- From your Professional Profile, you can update your Education and Job History by clicking add or by importing a resume through the Upload My Experience button. This is where you can list former skills and positions, and can update as necessary.

NOTE: This information was imported from Zone. Any edits made to this profile will be reflected in other systems.

In Job Details, you’ll see pertinent data about your job, including your Business Title, Job Profile and Job Family. These fields are automatically populated based on the job profile selected by your career manager. This can be changed by your manager initiating a job change.

Overview: This tab details specific employee information such as, Service Dates, Worker History and Manager History. This tab also allows you to upload personal documents such as a resume. To upload a personal document click Documents then click Add.
Career: This tab captures important information about your career, including **Job Interests**, **Work Experience** and **Certifications**. To update your Work Experience that was imported from Zone, click **Work Experience**, Add, and fill out the appropriate fields. This information will enhance your profile for Resource Managers looking to fill internal positions.
You can update your preferences on **Travel** and **Relocation**. You can also review your recent or past applications in the **My Job Applications** tab. To see these and more options, click **More** and select from the list.

As you make edits and additions, you will be asked to **Submit** at the bottom of each screen.

**NOTE:** Additional information is visible to Resource Management. Your comments entered in the text box next to your profile picture above **Submit** are for your reference.