

# UPDATE CAREER PROFILE IN WORKDAY



## How to Update Your Career Profile in Workday

(1) GO TO YOUR **PROFILE** IN WORKDAY BY SELECTING THE **PROFILE** ICON, (2) SELECT **CAREER** FROM THE LEFT SIDE, (3) COMPLETE THE BELOW **SIX (6) TABS** (BLUE BOXES): **EDUCATION**, **CERTIFICATIONS**, **JOB HISTORY**, **PROFESSIONAL AFFILIATIONS**, **ACHIEVEMENTS**, & **ADDITIONAL DATA**

### EDUCATION

Record your undergraduate degree to present. Upload copies of all diplomas.

### CERTIFICATIONS

Add current certifications and licensures. Upload a copy of certifications and licensures.

### JOB HISTORY

Record academic appointment(s) at Meharry and other institutions.

### PROFESSIONAL AFFILIATIONS

Record professional affiliation(s) which align with your career or research.

### ACHIEVEMENTS

Record professional award(s) and activity as well as publications / presentations.

### ADDITIONAL DATA

This tab has thirteen (13) sections (maroon boxes) to fill out that pertain to your CV.

### BIOGRAPHY

Information entered here may be used for a bio-sketch when presenting at a conference or posting to a department website.

### CLINICAL QUALITY IMPROVEMENT ACTIV.

List clinical responsibilities and other clinical activities that include number of weeks, and percentage/time effort.

### COMMITTEE ASSIGNM. & ADMIN. SVCE.

Include university and non-university activities (e.g., work with NIH study groups). Please note leadership positions held in the Role/Position column.

### CONTINUOUS EDUCATION

e.g., CME-CEU  
Conference, training, continuing professional education. Do not list degrees in progress.

### GRANTS & CONTRACTS AWARDS

Include the title of the grant, the granting agency, grant number, award total. Enter your Role and Type of Grant. Enter grants for the most recent decade (or past five years).

### GRANTS & CONTRACT AWARDS COLLABORATORS

Record Grant ID and Collaborator name(s).

### HOSPITAL - CLINICAL APPOINTMENTS

Enter appointments in the clinical setting.

### INTERESTS

Enter teaching, research, service, and clinical interests.

### MENTORSHIP - SUPERVISION

Enter specific students who you mentor regularly.

### OTHER ACTIVITIES

Enter information from your CV which is not included in other areas. This would include information that is beneficial for any academic promotions or reviews.

### OTHER TEACHING ACTIVITIES

Enter teaching activities not included in other areas, but noted on your CV.

### POST-GRADUATE TRAINING

Enter your Residency, Fellowship, Internship, and/or Post Doctorate.

### WORKLOAD DISTRIBUTION

Enter each year your workload distribution should be reviewed during an annual faculty performance review for future years. Enter whole numbers, not percentages.

**QUESTIONS? EMAIL**  
**WORKDAYSSUPPORT@MMC.EDU**