

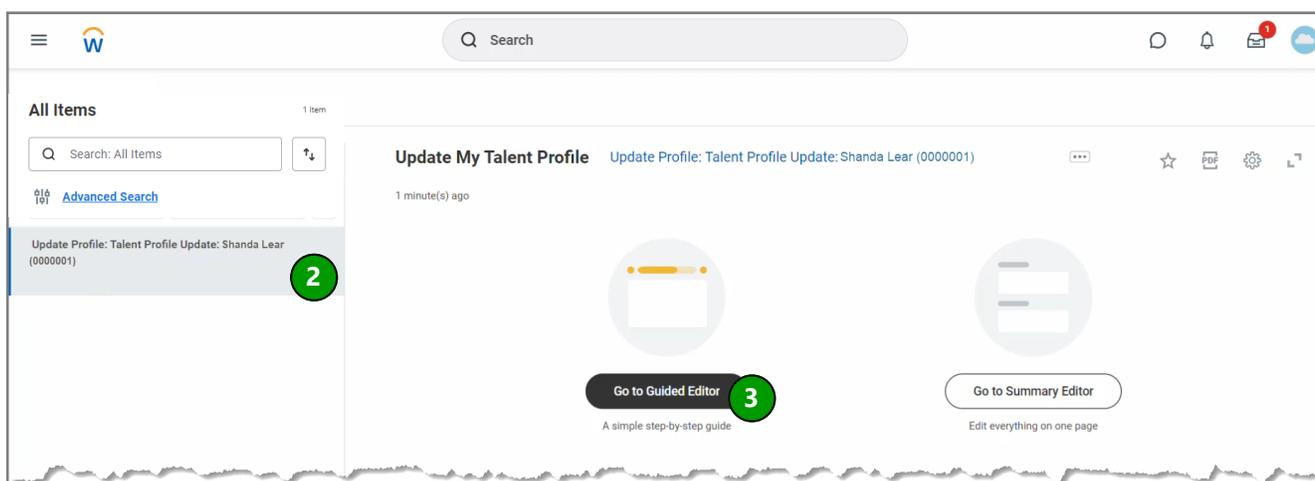
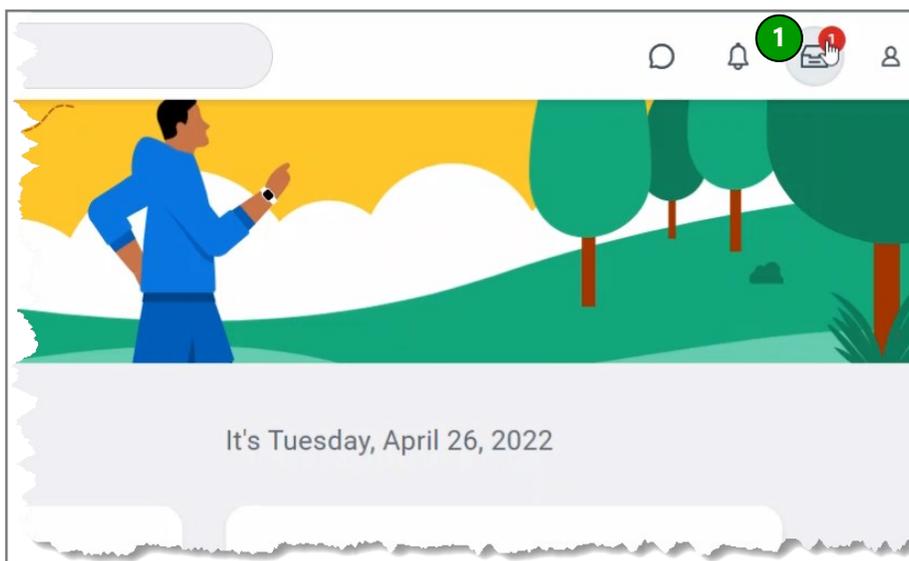


Talent Profile

Workday has a feature new to VUMC called the “Talent Profile” that is a repository for your skills, experience, education, professional goals, internal jobs of interest, etc. In the Talent Profile, you can record anything you wish to share about your professional profile. You will be prompted to update your Talent Profile annually, but edits and additions can be made anytime. This guide will explain how to enter information into your Talent Profile.

Getting Started

1. Log into Workday, and check your **My Tasks** inbox for Actions.
2. Click on the Action to update your talent profile. (See page 4 below to update Talent Profile without My Tasks inbox notification.)
3. Click “Go to Guided Editor” to begin.





Talent Profile - Page 2

The steps below can be followed for each section of the Talent Profile.

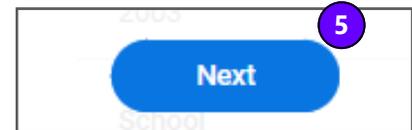
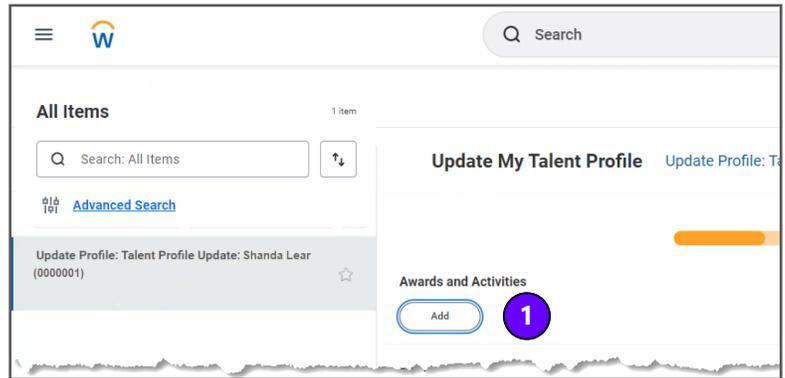
Qualifications: Awards and Activities, Education, Job History, Publications, and Training

Personal Credentials: Languages, Skills, Talent Statement

Development Areas

Interests: Career Interests, Job Interests

1. To add an award, click Add.
2. Enter your information in each blank field.
3. If you wish to include more details, click **Details** to display additional fields.
4. Click the back arrow to leave the sub-section or the grey check mark to save.
5. At the end of each section, click **Next**.



QUESTIONS?

Please email BusinessEducation@vumc.org.

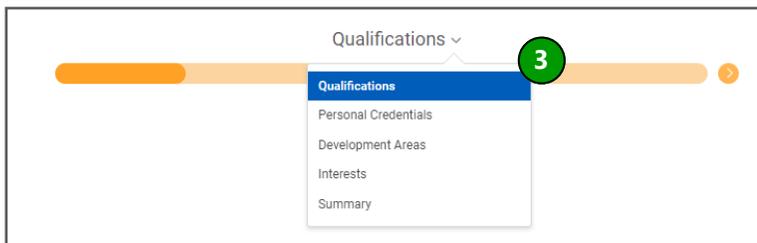
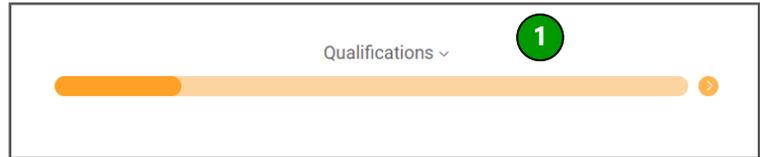


Talent Profile - Page 3

As you complete each section, you can track your progress and move between sections in any order.

Navigation

1. Track your progress with the progress bar.
2. Click **Next** to get to the next section.
3. Jump to any section with the dropdown.
4. Review all sections in Summary.
5. Click **Submit** to complete.



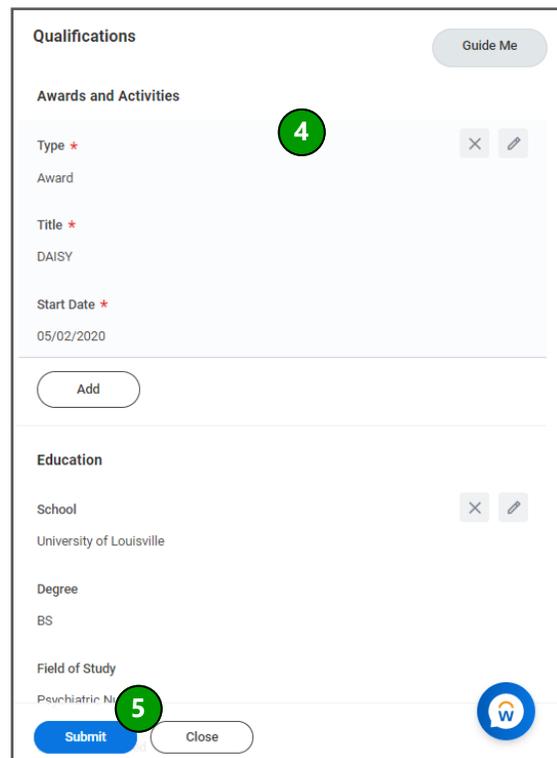
Definitions:

Talent Statement: A single sentence or phrase that headlines your professional profile. Examples: Trusted Healthcare Administration Leader; RN Passionate about ED Care.

Development Areas: Professional development or skills you plan to pursue.

Career Interests: Long term career goals. Examples: become a Administrative Officer; Earn a BSN; work in central finance.

Job Interests: specific jobs/roles within the organization you are interested in.



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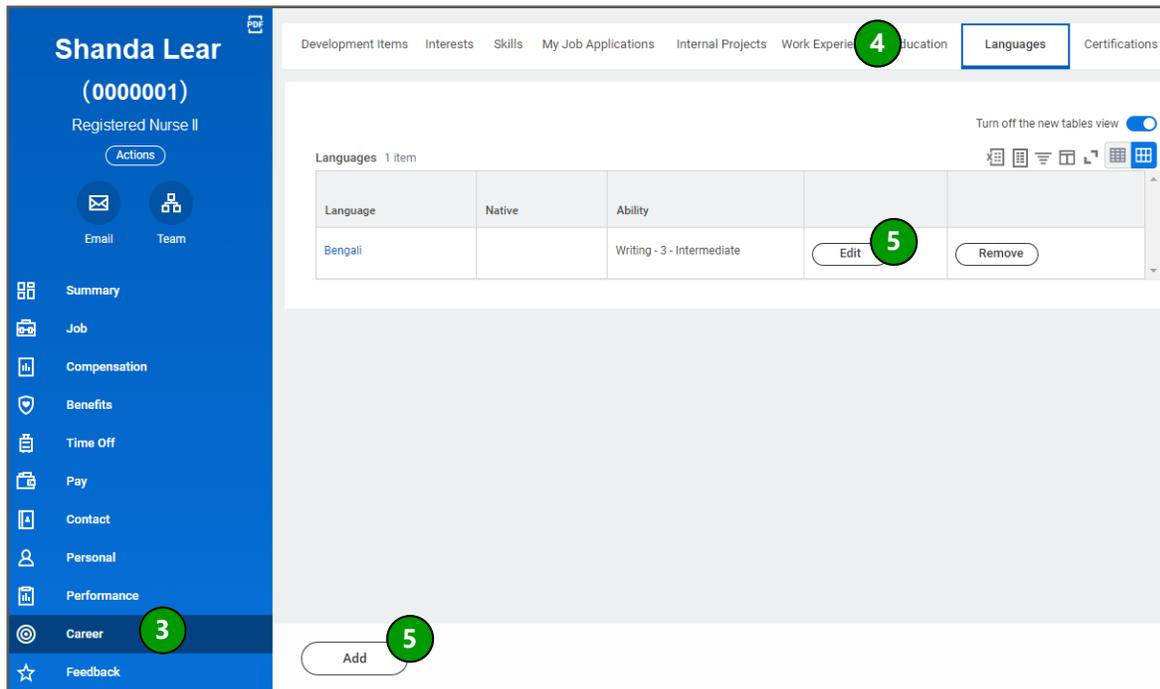
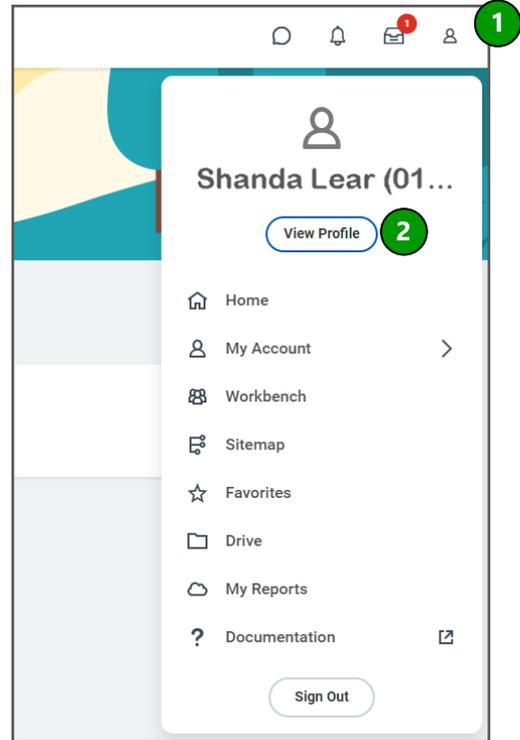


Talent Profile - Page 4

You can make changes to your talent profile at any time, not just when prompted. To navigate to your talent profile without the Action from your Inbox, follow the steps below.

Accessing Your Talent Profile

1. Click the **Profile** icon.
2. Click **View Profile**.
3. Click **Career**.
4. Use the tabs at the top to navigate to each section.
5. Click **Add** or **Edit** to any section you wish to change



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