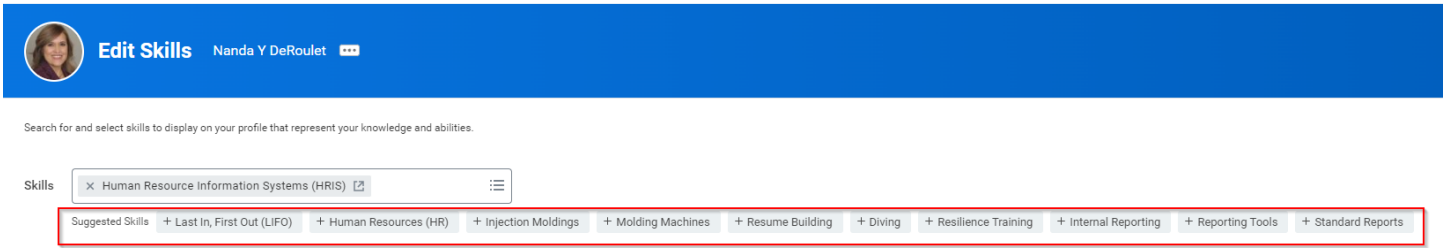
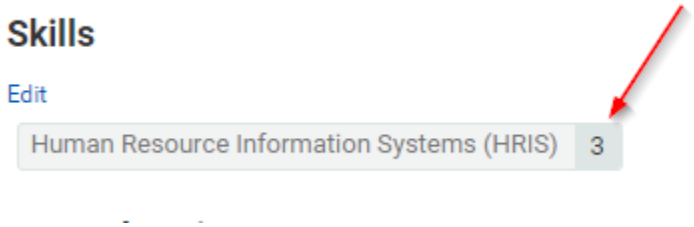
HOW TO ADD SKILLS AND EXPERIENCE IN YOUR PROFILE

- Click HERE to edit your skills or access the Careers App and click the Skills and Experience button.
- Once you access this area Workday will use machine learning to provide you skills suggestions based on your profile, experience, and Celebrate recognitions received.
  Note: If a skill you entered in the past is showing here, that means it is a valid skill using the new machine learning Skills Cloud functionality and can stay on your profile.
- If you do not see a skill in the suggested skills area you can search from Workday skills cloud by using the prompt box above the suggested skills, and then selecting it. There is no limit in the number of skills you can add to your profile.



Note: This is a newer machine learning program for Workday that will continue learning as it gets used. Some skills may not apply to you, if you come across some of them just don't pick them.

After you select and submit your skills, they will display on your Workday profile in **Overview → Professional Profile → Skills**. The number next to each of your skills is the number of times Machine Learning found this skill in your profile and/or Celebrate recognitions.