workday

workday®

**Internal Merit System Employee
Creating a Career Profile User Manual**

Personnel Board
A career. A purpose. A life.

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Personnel Board
A career. A purpose. A life.

Welcome to Workday

We're excited to announce the implementation of Workday, a new application and human resources system for Merit System employees. Workday will make managing your personal information easy, convenient, and much faster. Workday is an all in one, one-stop shop that will make running reports, managing and initiating transactions, and viewing your agency data more efficient.

This guide is to help you navigate your way through Workday, the newly implemented human resources information system. We recommend using this guide while listening to the Workday Webinar.
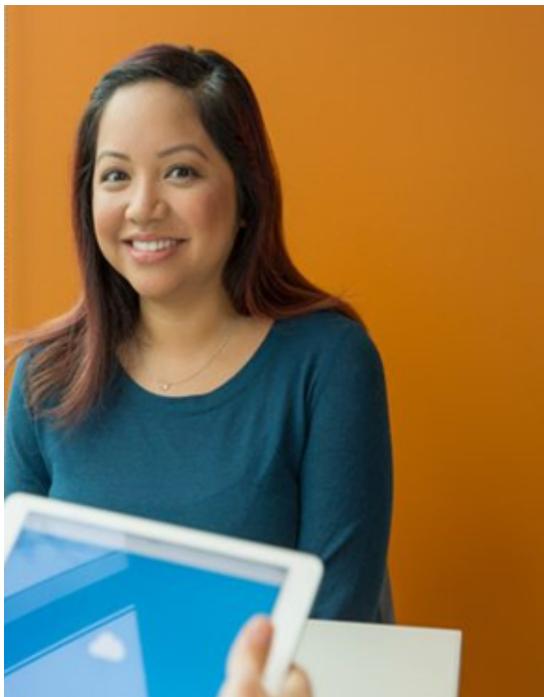
What does Workday do?

- Apply for jobs and promotions
- Access your application information and resumes
- Future: performance management and training offerings

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Log into Workday

You will access Workday from www.Jobsquest.org. You will start at "login" on the left navigation panel on the landing page of this site that will direct you to Workday.

Log into Workday (continued)

After clicking the "Log in" menu button, you will see 3 options. **Internal Merit System employees should only select Option 2 or Option 3, depending on whether you know your Merit System employee number.**

Option 1 - No, I'm an External Applicant
Current Merit System Employees should __always__ apply as an internal applicant. Clicking the external applicant option as an internal Merit System applicant may lead to your application being processed incorrectly.

Option 2 – Yes, but I don't know my 7 digit Merit System employee number.
If this is your selected option, proceed to page 6.

Option 3 – Yes, and I know my 7 digit Merit System employee number.
If this is your selected option, proceed to page 7.

Log into Workday (continued)

Option 2: Yes, but I don't know my 7 digit Merit System employee number. Please enter your first name, last name, agency, and date of birth & click search.

After you enter your information on the Employee Number Lookup screen and click search, the new screen will provide your employee number real time. Document your employee number and click continue. Go to page 7 in this manual.

Log into Workday (continued)

Option 3: Yes, I know my 7 digit Merit System employee number. You will receive a message indicating a temporary Workday password. This password will be used <u>only</u> during your first login. After your first login, you will use the password you created after the initial login.

Click "continue." The next screen will be your Workday login page.
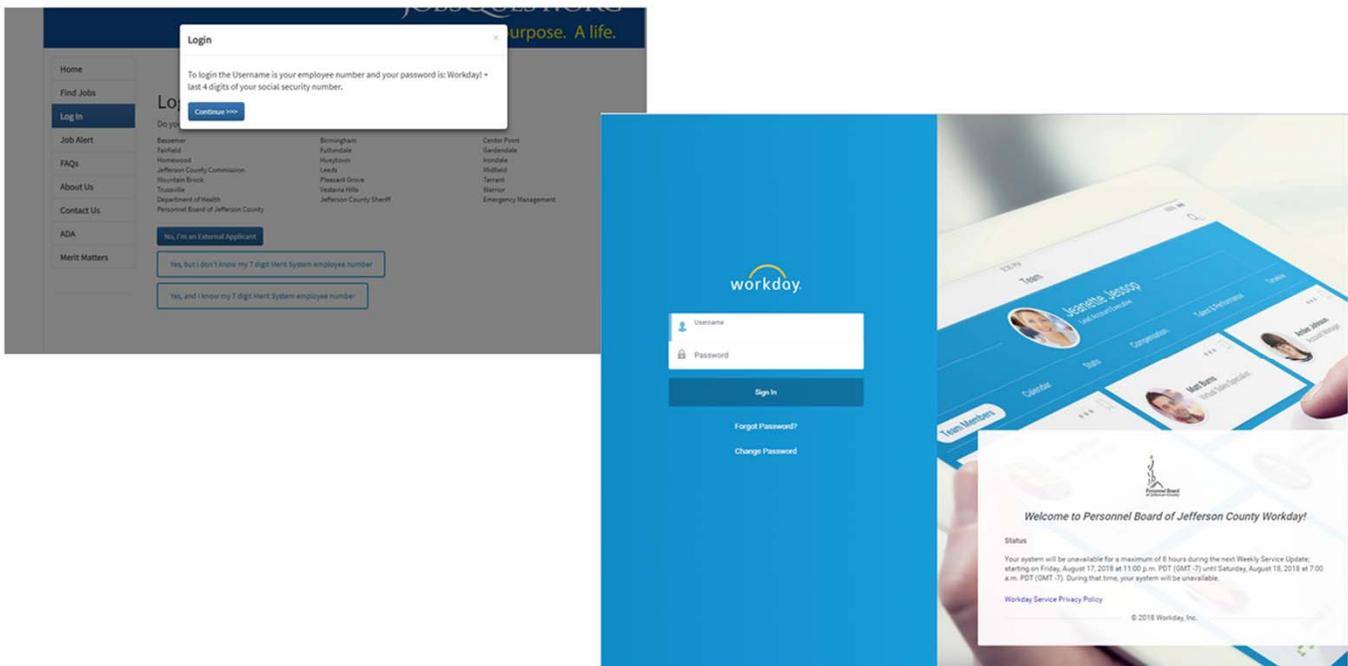
Log into Workday (continued)

Once on the Workday login page, you must enter your credentials to enter the system. **Your username will be your 7 digit Merit System employee number.** Please note your Employee Number refers to your **7-digit Merit System employee number**. You may have another number that is issued by your employing agency; using that number **will not** work when attempting to login to Workday.
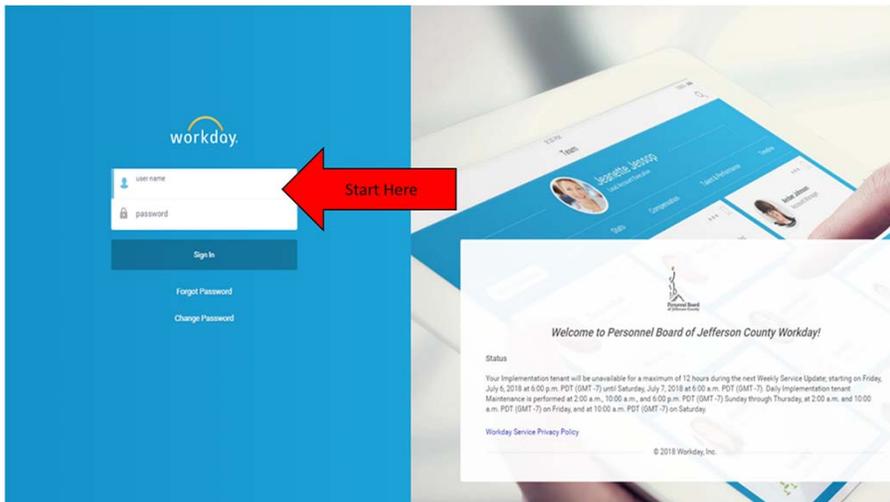
Next, enter your password. If this is the first time you are logging into Workday, then you must use the temporary password **Workday!Last4SSN** (Workday! and the last 4 digits of your social security number). So, if your SSN ends in 4567, then your temporary password would be Workday!4567. Then click "sign in."
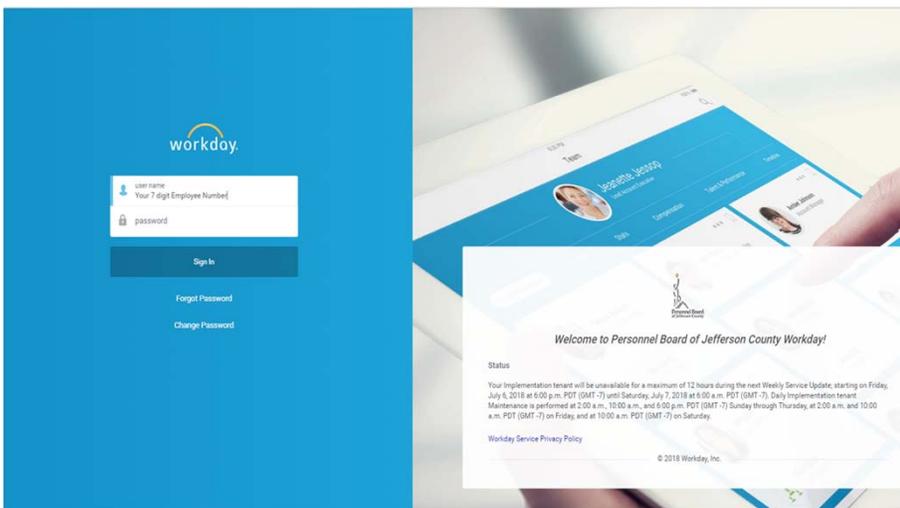
Log into Workday (continued)

You will be prompted to change your password. Your new password must be a **minimum of 8 characters** and contain at least:
- 1 uppercase letter and 1 lowercase letter
- 1 special character (!@#$%^&*_+?)
- 1 number

Please store your password in a secure location.
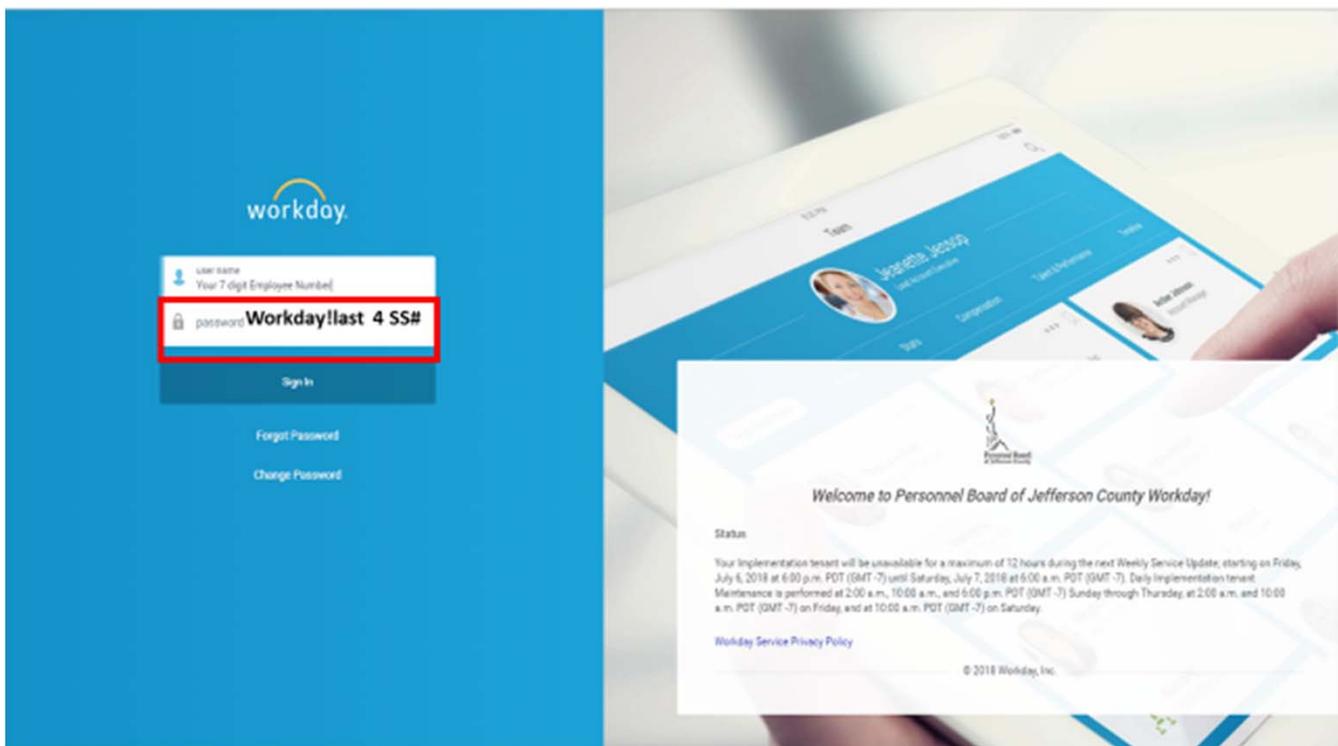
IMPORTANT – READ BEFORE YOU BEGIN - Career Profile

As an internal Merit System employee, **you will apply to jobs within the Merit System using a Career Profile**. So, the first thing you must do is set up a Career Profile by
1. Reviewing and updating your contact information
2. Adding your experience (job history), education, and any certifications/licenses.

If you apply to a job before setting up a career profile, then your application will be blank and you will be deemed not qualified for the job.

The next several pages will outline how to set up a career profile within Workday. In order to effectively complete your Career Profile, you will need to have the following information available:
- Your accurate contact information, including personal email, work email, personal phone, work phone, and home address.
- Your job history including job title, employer, dates of employment, and a listing of your responsibilities and job duties.
- Your educational information including your school, degree, dates of attendance, and major area of study.
- Any certifications that you have completed. These would include specific professional certifications and licenses that you have been issued (e.g., a Paramedic License, Microsoft Technology Associate certification, or Senior Professional in Human Resources Certification, among others). You will need the name of the certification, the issuing agency, the date of issuance, and, if applicable, the expiration date). You can also supply copies of your certifications as attachments.

The above information will likely be contained within an up-to-date resume that you may have, so it will be important to have that at hand when completing your Career Profile.

Review & Update Contact Information

Once you are logged in, you will be on the Workday Home Screen. **The first thing you should do is review and make any needed changes to your contact information.** Having accurate and up-to-date contact information is essential to ensure that you receive important information from the Personnel Board and that you are able to be contacted about potential job opportunities to which you apply. Follow the steps below to review your contact information and make any necessary changes.

Type "My Contact Information" in the search box to in the top-left corner of the screen and hit enter:
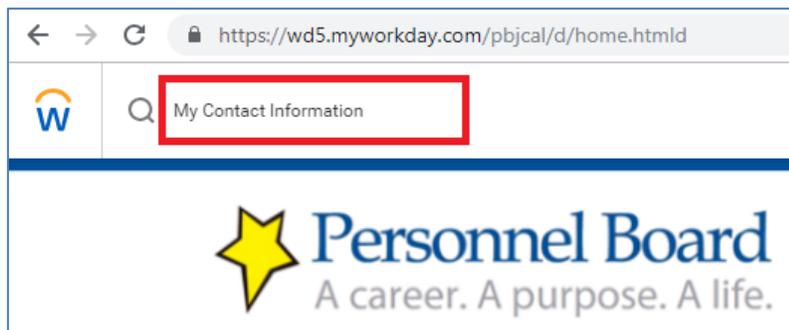
You should then have an item under your search results titled "My Contact Information." Click this to review your contact information.
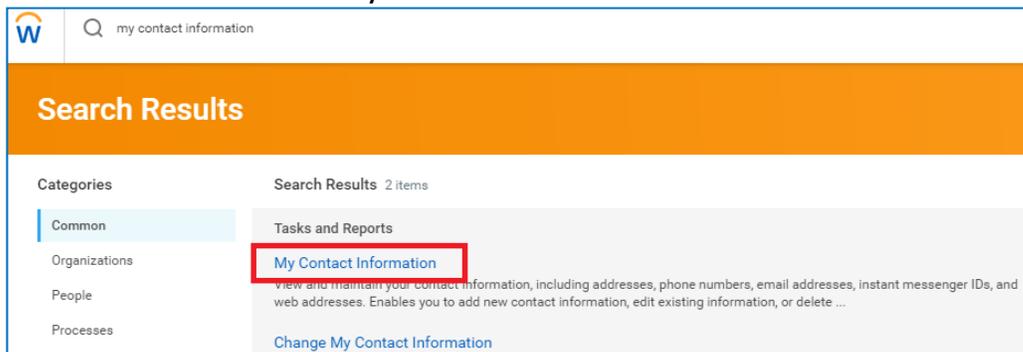
Review & Update Contact Information (continued)

You should notice two sections to your contact information: Home Contact Information and Work Contact Information. Please review both sections. To edit any of your contact information click the "Edit" button at the top-left.

Review & Update Contact Information (continued)

To make the edit, you must then scroll to section by section and click the pencil icon [✎] on any sections that you wish to update.

After making the update within that section click the checkmark icon [✓] to execute the change and then move on to the next section. NOTE: You cannot edit "Business Location" within your Contact Information.

After updating all necessary sections, click "Submit" at the bottom of the page and then click "Done."
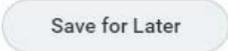
Set up Your Career Profile

Now you are ready to set up your career profile. Your career profile is:
- The basis for all of your submitted applications
- An important part of what hiring managers will review and use to evaluate your qualifications for a position

You must set up your career profile **before** applying to any job. Your career profile will be saved for all future application submissions.

Start at the "career" icon, which is called a worklet, on the Workday home page.
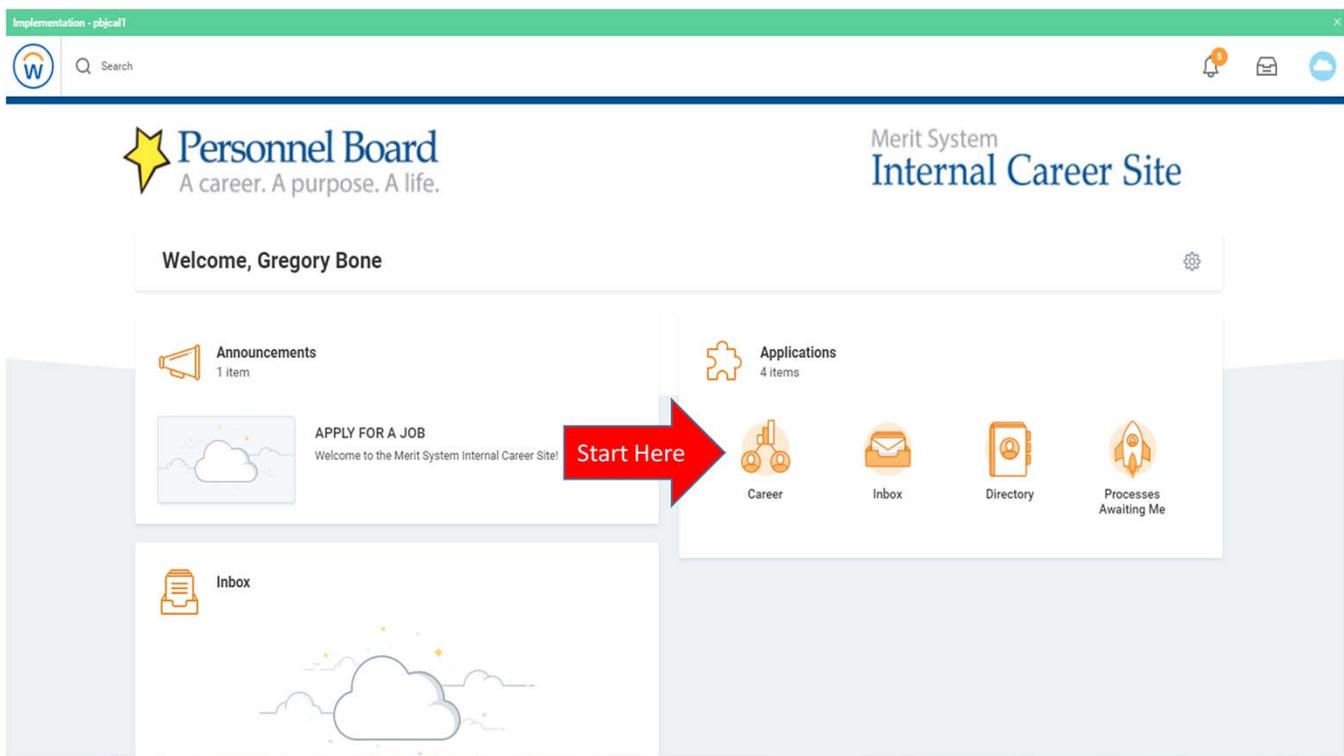
Set up Your Career Profile (continued)
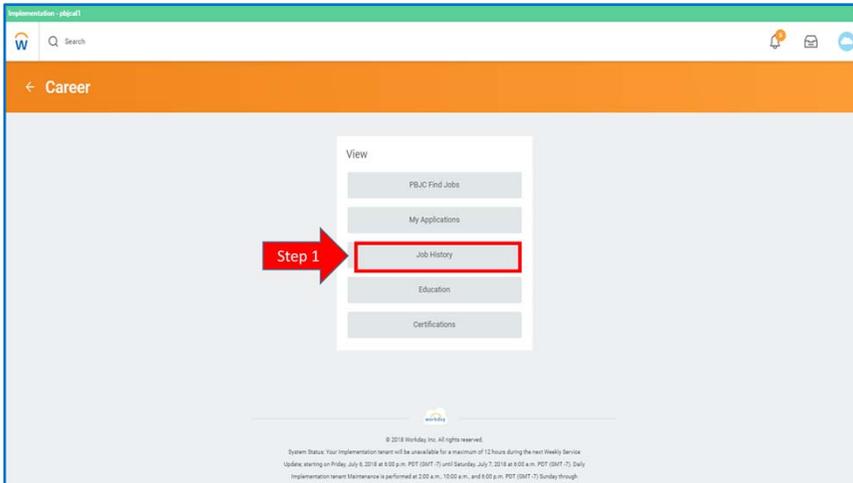
You **MUST** complete the Job History, Education, and Certification sections before applying to any jobs.

Add **job history** (work experience) here.
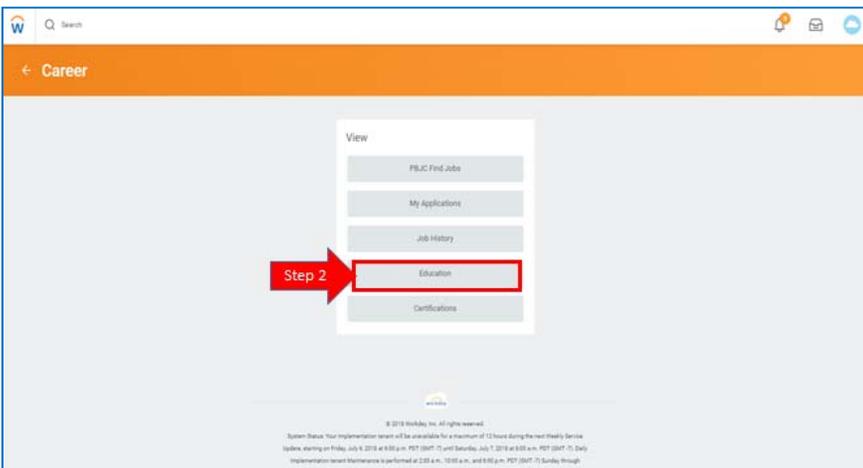
Add **education** here.
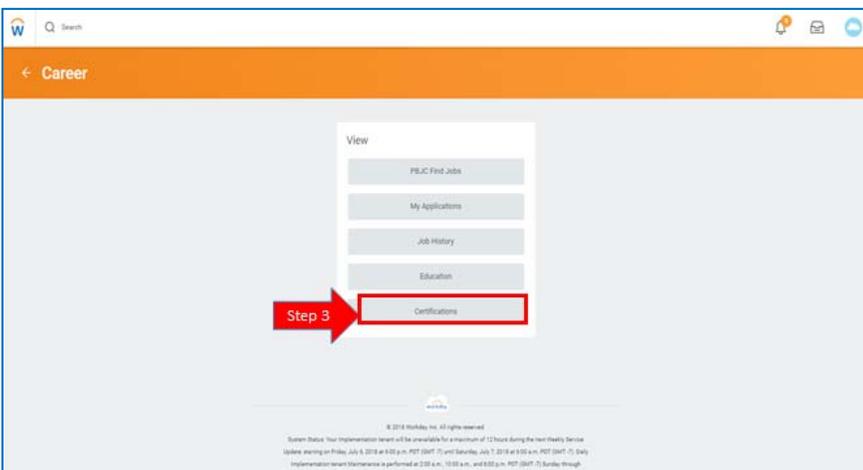
Add your **certifications and licenses** here.

![workday logo]

Set up Your Career Profile (continued) - Job History
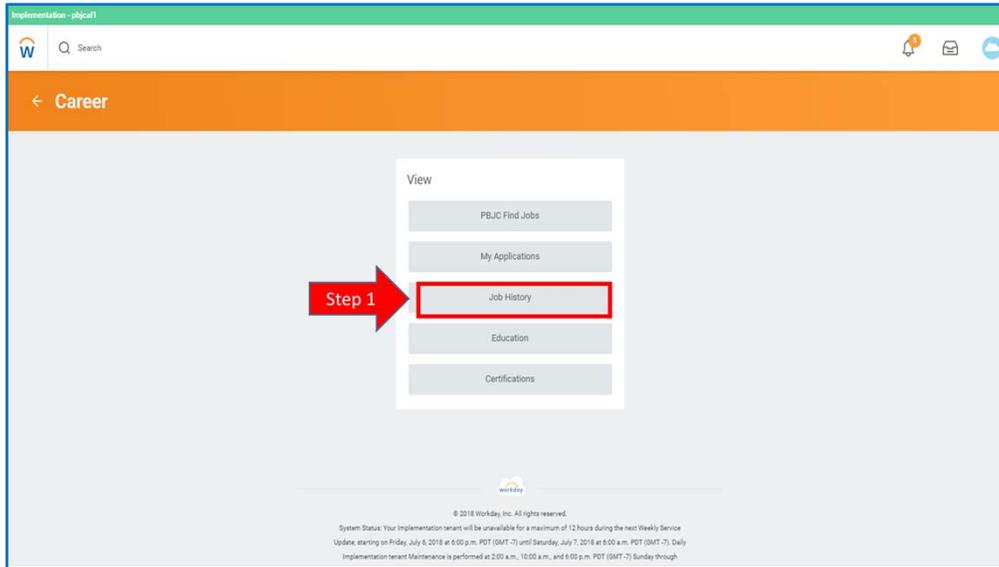
To begin, click on the Job History tab. Job History is where you list current & previously held jobs and responsibilities.

To add a job that you've held, click the "add" button on the bottom left of the Job History page.

![Personnel Board logo - A career. A purpose. A life.]

Set up Your Career Profile (continued) - Job History

When entering your job history, you should enter your jobs beginning with your current or most recent and then add past jobs in chronological order from most recent to farthest in the past.

First, enter the job title and company for the specific job.

*Please note the red asterisks (*) are required fields. The remaining fields are optional & completed at your discretion. However, failing to provide a detailed description of your related experience in the Job History section of your application may result in your disqualification or hiring managers not reviewing your application favorably.

Set up Your Career Profile (continued) - Job History

If your company is not listed, please click "create new" to add the company.

Next, select the date by clicking on the calendar or typing the month, date, and year.

Next, add your key duties, responsibilities, and achievements. Please be sure to click "submit" or "save for later." If you do not click on submit or save for later, your information will not be saved.

Set up Your Career Profile (continued) - Job History

Job Title * Test	
Create New ☑	After you click "Submit" remember to click **"Done"** to move to the next screen
Company Name * Test	
Start Date * 08 / 21 /2018 📅	
End Date MM / DD / YYYY 📅	
Responsibilities and Achievements	environment. Serves as classroom instructor for assigned IT and/or soft skills training courses using varied training techniques appropriate to adult learners. Establishes and implements procedures for evaluating training initiatives to include developing and administering questionnaires and other instruments to measure training effectiveness. Interacts with member jurisdictions and co-workers to establish and maintain good communications and work relationships; to assess training needs; and, to promote the department's services.
Location Birmingham, AL	
Refer Test Reference	
Cont Step ation 205.555.5555	

Step 7

Submit   Save for Later   Cancel

After you click "submit," click "done" to move to the next screen.

✅
Process Successfully Completed

> **Details and Process**

Done

A message stating you have successfully updated your information will be displayed. Click "done."

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Set up Your Career Profile (continued) - Job History

Once you have clicked "Done," then you will see a summary page of the job history that you have added. To add additional jobs, click "add" button & repeat steps outlined on pages 18-19. After adding all jobs, click "submit."

As you add your information, your Job History page will look similar to the example below. **Note: You can edit or remove any entered job history by clicking on the "Edit" or "Remove" buttons on the right portion of the summary table.**

If you have finished entering your work history, click the "W" in the left corner to return to the Workday home page.

Set up Your Career Profile (continued) - Education

Now that you have added your work history, you should proceed with entering your Education. To do this, from the home page, again click on the "Career" worklet.
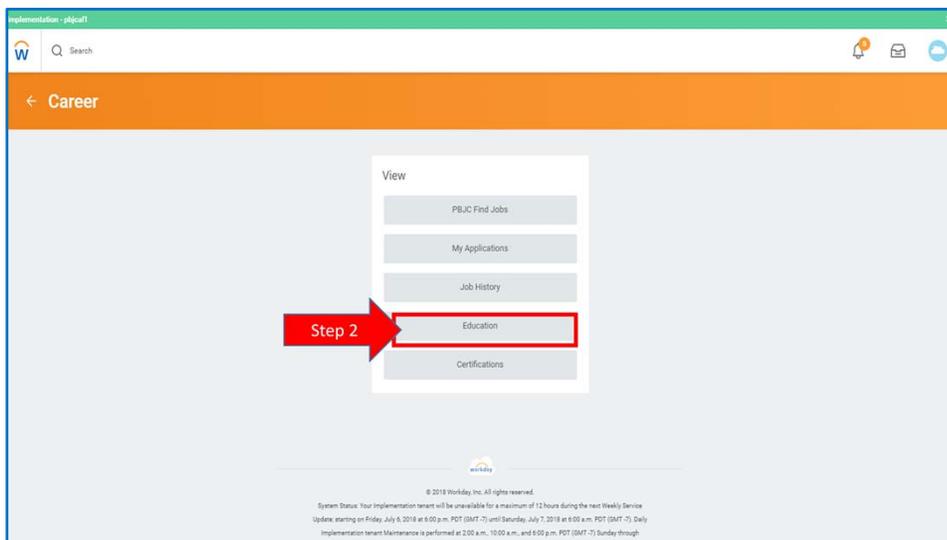
To add your education, click on the Education tab.

Then click "add" on the bottom left.

Set up Your Career Profile (continued) - Education

Next, select the school if it is listed.
*NOTE: High School will have to be added. High Schools are not searchable.

If your school is **not** listed, check the box and add the school.

Next, enter the degree, degree received, field of study, first year attended, last year attended, and GPA.

Don't forget to click "submit" or "save for later."

Set up Your Career Profile (continued) - Education

After you've entered all of your information, your Education screen will look like the example below. To add additional education, click "add" & repeat steps outlined on page 22. After adding all education, click "submit" and then click "done".

Again, you have the ability to edit and/or remove any incorrect information by clicking the corresponding buttons on the right of the table.

After you have finished entering your education, click the "W" in the left corner to return to the Workday home page.

Set up Your Career Profile (continued) – Certifications/Licenses

Now that you have added your work history and your education, you should proceed with entering any job-relevant certifications and licenses you have obtained. To do this, from the home page, again click on the "Career" worklet.
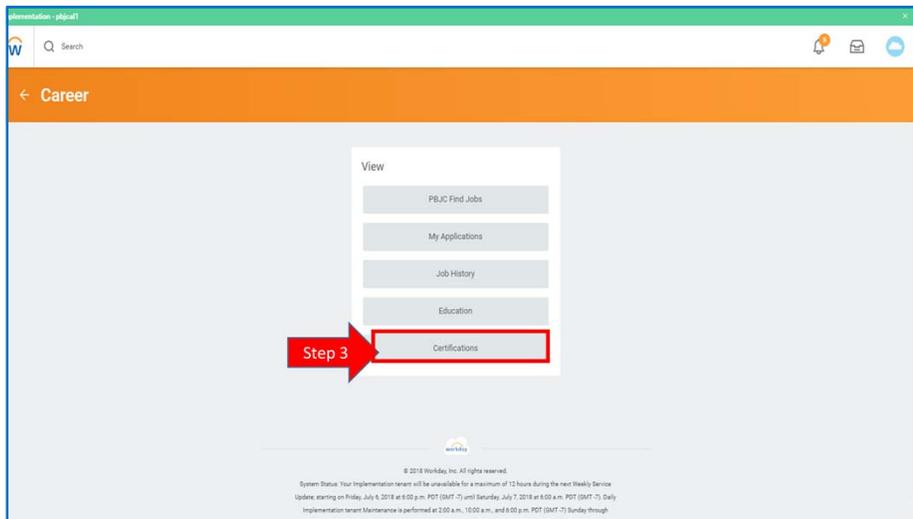
To enter a certification or license, click on the Certifications tab.

Always Click "cannot find cert"
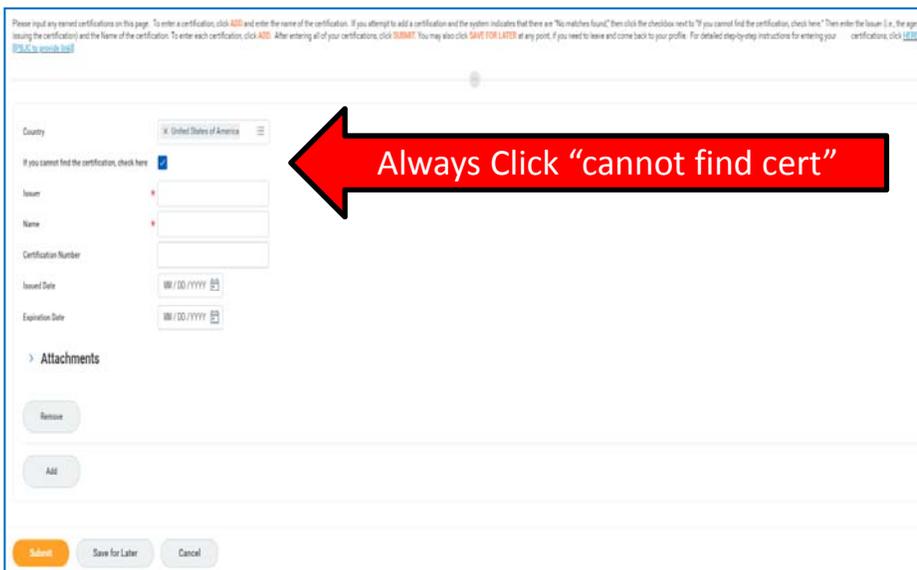
You can then proceed with entering your certification/ license. The certification/license list is not pre-populated, so *you should always check the box next to "If you cannot find the certification, check here."*

Then enter the Issuer (i.e., the agency issuing the certification) and Name of the certification.

To enter each certification, click "add." After entering all of your certifications/licenses, click "submit."

Apply to a Job

Once you have updated your contact information and set up your career profile, you are ready to look for and apply to any jobs of interest. Please remember, if you do not complete your career profile prior to applying to a job, then you will likely be deemed not qualified due to lack of information about your qualifications.

To view jobs available for application, click the "Career" worklet on the Workday home page.

![workday logo]
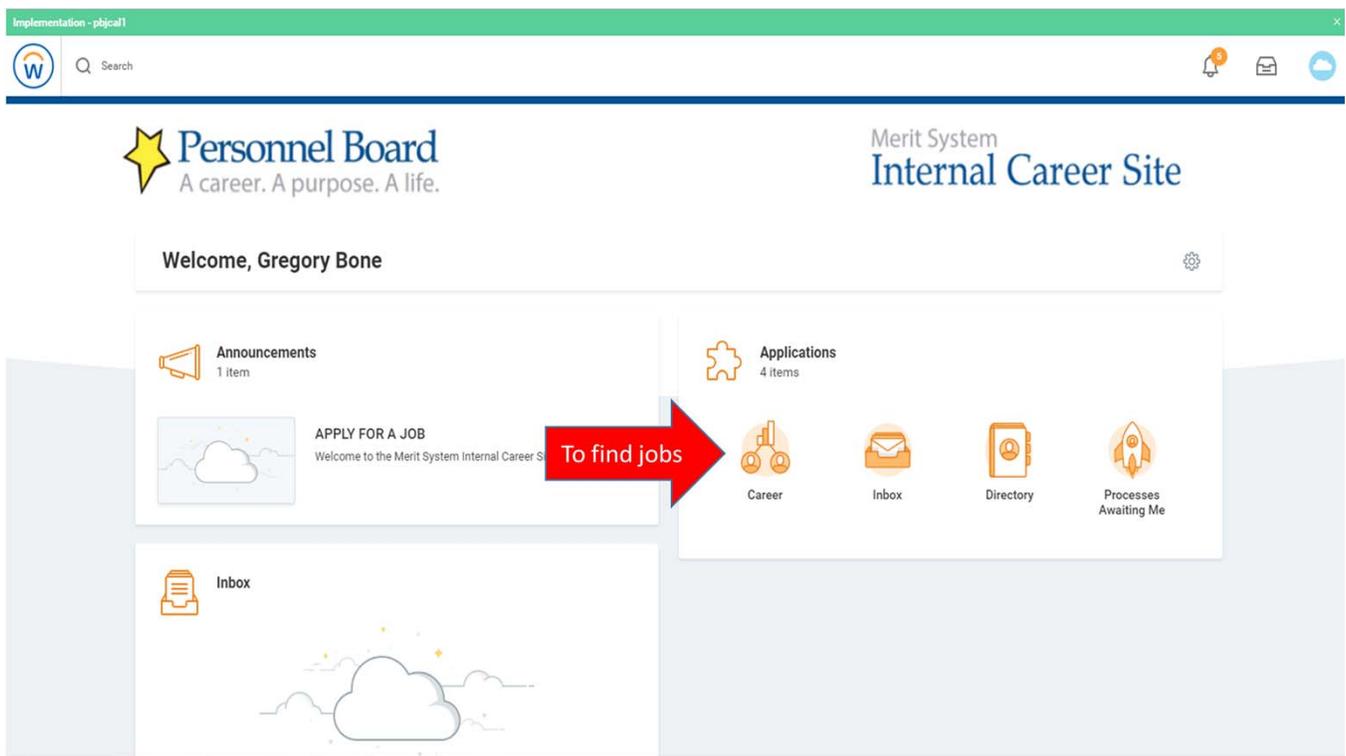
Apply to a Job (continued)
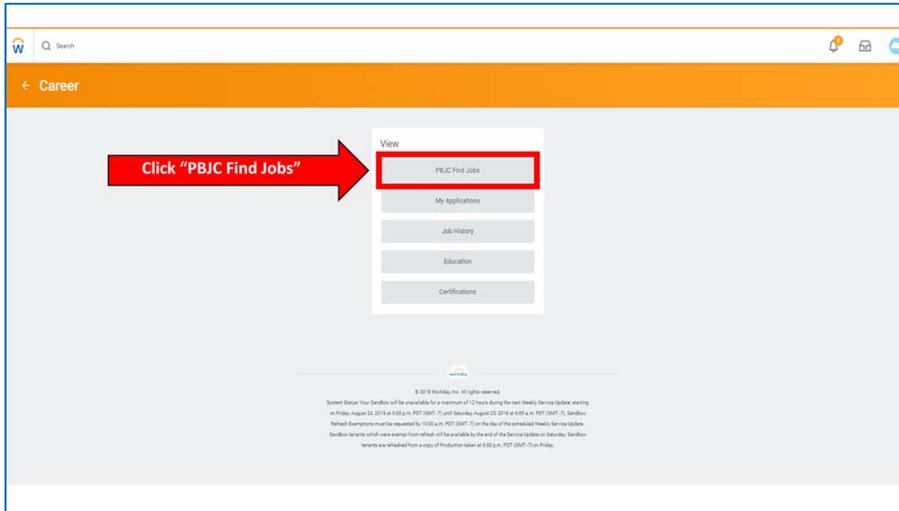
Click on "PBJC Find Jobs" tab to search current job postings.
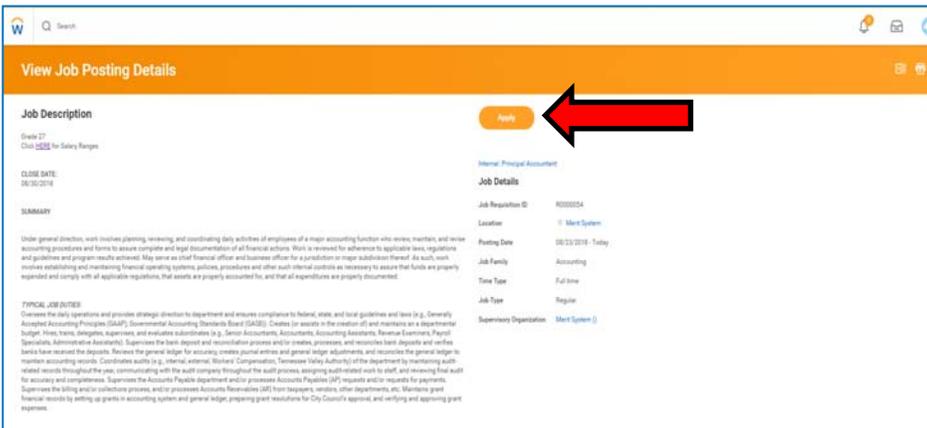
If you see a job for which you are interested, click the job title to open the posting and then click "Apply." Your Career Profile will display.

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Apply to a Job (continued)

If you wish to update to your Career Profile, click "Go To Your Profile." **If you leave the job posting to go to your profile, you <u>MUST</u> return to the job posting and click "submit."** If you do not go back to the posting and click "submit" you will <u>NOT</u> be an applicant for the desired job.

You should also answer any questions presented and, if desired, attach a copy of your resume prior to clicking "submit." **Attaching a resume is strongly encouraged.**

Apply to Job
Internal: Principal Accountant (Actions)

INSTRUCTIONS
Welcome to the Merit System Internal Career Site! As a Merit System employee, you must apply for Merit System jobs through this site. If you apply through our external application site your application may be disqualified.

STEP 1 – Set up your CAREER profile. Before you apply for your first job within the Merit System Internal Career Site, please complete your CAREER profile by clicking on the Career icon on your home page. Click on each section (Education, Job History, and Certifications) to update your information. Once you have completed your CAREER profile, you can apply for a job.

For more detailed information on setting up your CAREER profile, please click HERE.

STEP 2 – Click the FIND JOBS icon to see jobs available for applications.

STEP 3 – If you see a job for which you are interested, click the job title to open the posting and then click APPLY. Your CAREER profile will display. If you wish to update to your Career profile, click GO TO YOUR PROFILE. If you leave the job posting to go to your profile, you MUST return to the posting and click SUBMIT. If you do not go back to the posting and click SUBMIT you will NOT be an applicant for the desired job. You should also answer any questions presented and, if desired, attach a copy of your resume prior to clicking SUBMIT.

To go to your home page at any time click the "W" icon at the top left of the screen.

Job History

Test   Test   August 2018 - Present | Birmingham, AL

Analyzes training needs of Merit System employees through workplace surveys, focus groups, competency assessment and other data collection methods. Plans, coordinates, and conducts general and specialized training and educational/development programs to meet the identified needs of employees and member jurisdictions. Develops course content. Determines most appropriate training formats. Writes and produces or evaluates and purchases instructional materials, develops training tools, visual aids, and multimedia presentations, and prepares written and online training documentation. Sets up classrooms and IT laboratories, prepares registration and instructional materials, checks operability of equipment and completes other tasks necessary to assure readiness of the training environment. Serves as classroom instructor for assigned IT and/or soft skills training courses using varied training techniques appropriate to adult learners. Establishes and implements procedures for evaluating training initiatives to include developing and administering questionnaires and other instruments to measure training effectiveness. Interacts with member jurisdictions and co-workers to establish and maintain good communications and work relationships; to assess training needs; and, to promote the department's services.

Education

Alabama A & M University

Bachelors in Architectural Engineering   From   2004   To   2008

Languages

none entered

Need to make changes?

Go to your profile

[Submit] [Save for Later] [Cancel]

Check on Submitted Applications

You can also check on submitted applications within Workday. After applying to a job, you are strongly encouraged to check the status to ensure you submitted the application correctly. **To check the status on any submitted applications, first click the "Career" worklet on the Workday home page.**
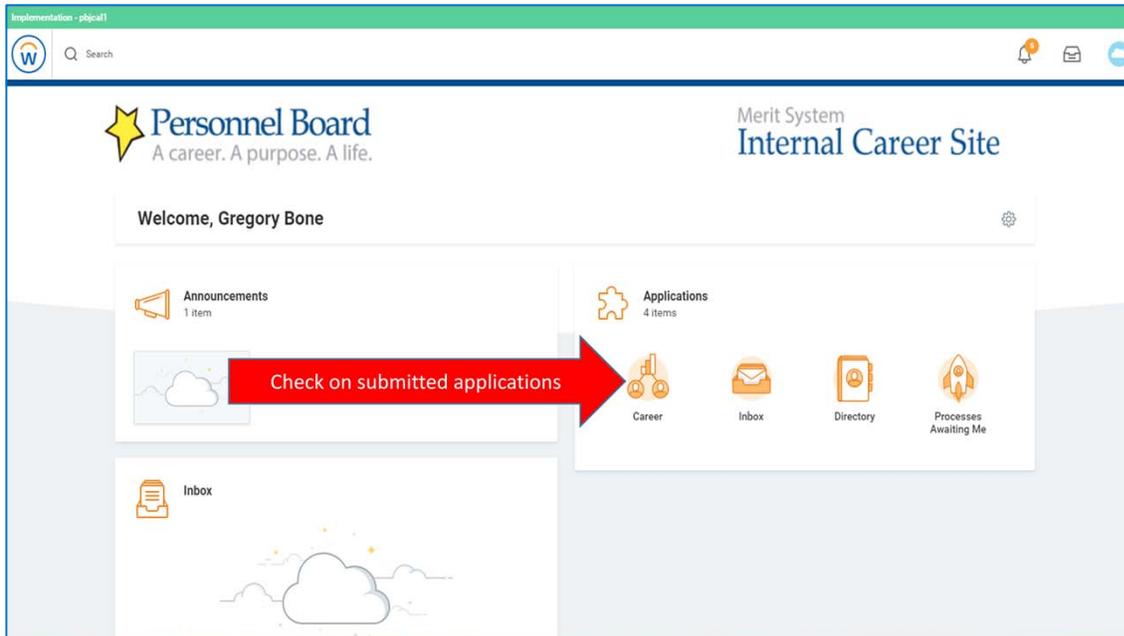
Then click on the "My Applications" tab to see submitted applications.
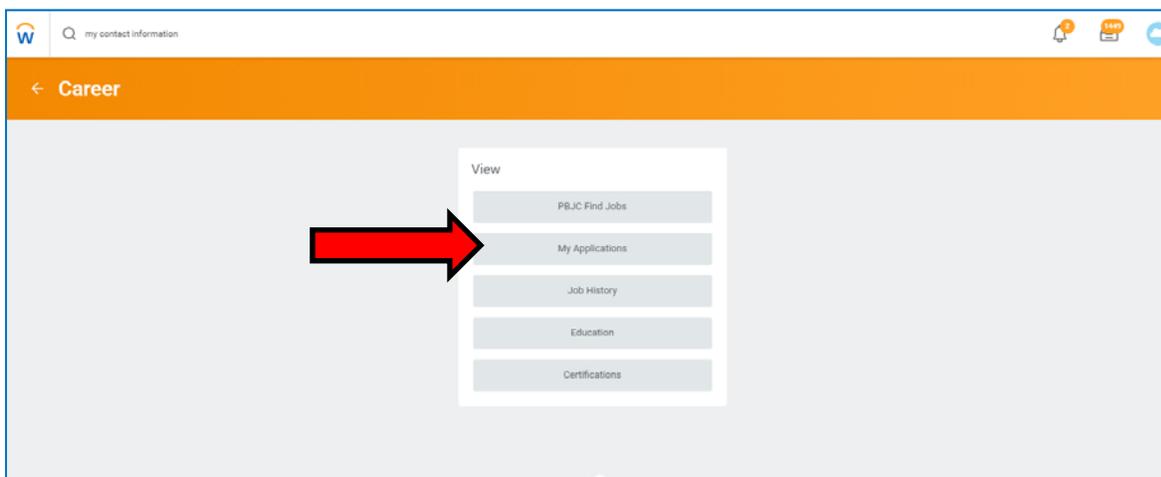
Check on Submitted Applications (continued)

If an application has been correctly submitted, then it should appear on the "My Applications" list. Be sure to scroll down to see all submitted applications. If you believe you have submitted an application and you do not see it listed, then please contact the Personnel Board at 205.279.3500.

Within the list, you can view the date of application, the job applied to, and the stage within which the application is in the review process.

Questions and Assistance (Contact Us)

If you have any questions or need assistance navigating Workday, please contact the Personnel Board at 205.279.3500.