



Add Skills

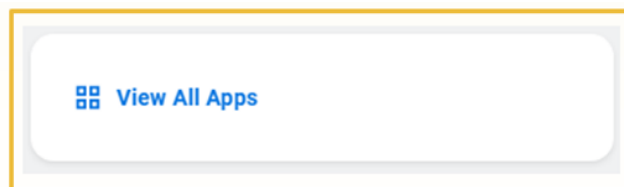
Overview

This job aid outlines how employees can add skills within their Workday profile.

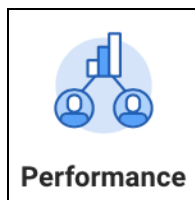
Initiate Add Skills

Security Role(s): Employee As Self

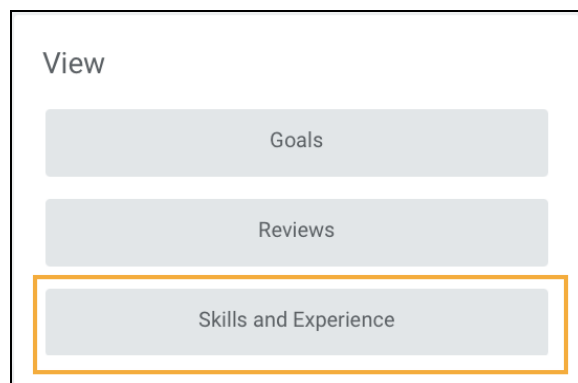
1. From the Workday Landing Page, select **View All Apps**.



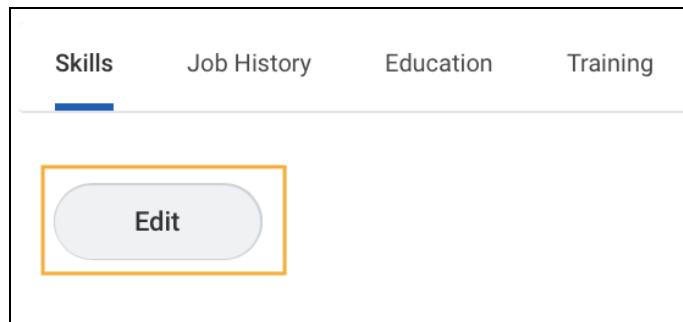
2. Select the **Performance** application.



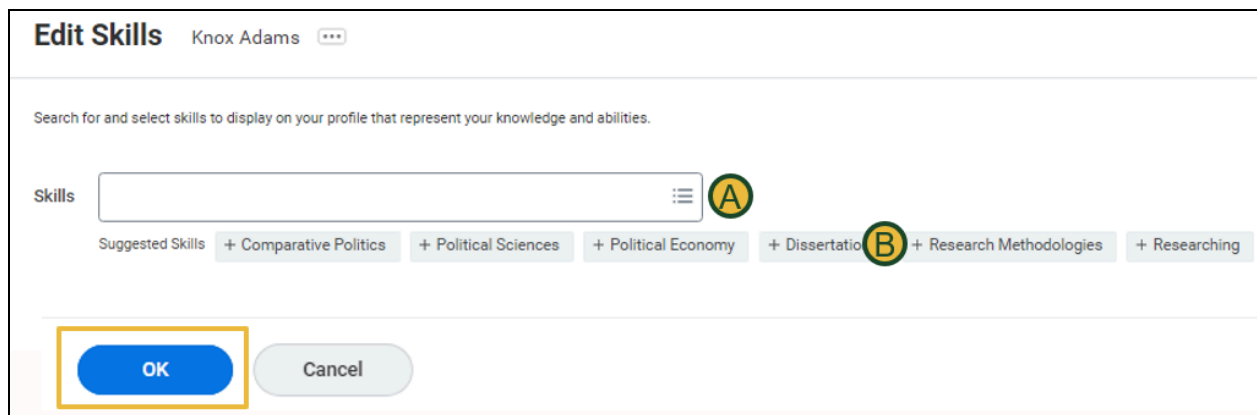
3. From the View menu, select **Skills and Experience**.



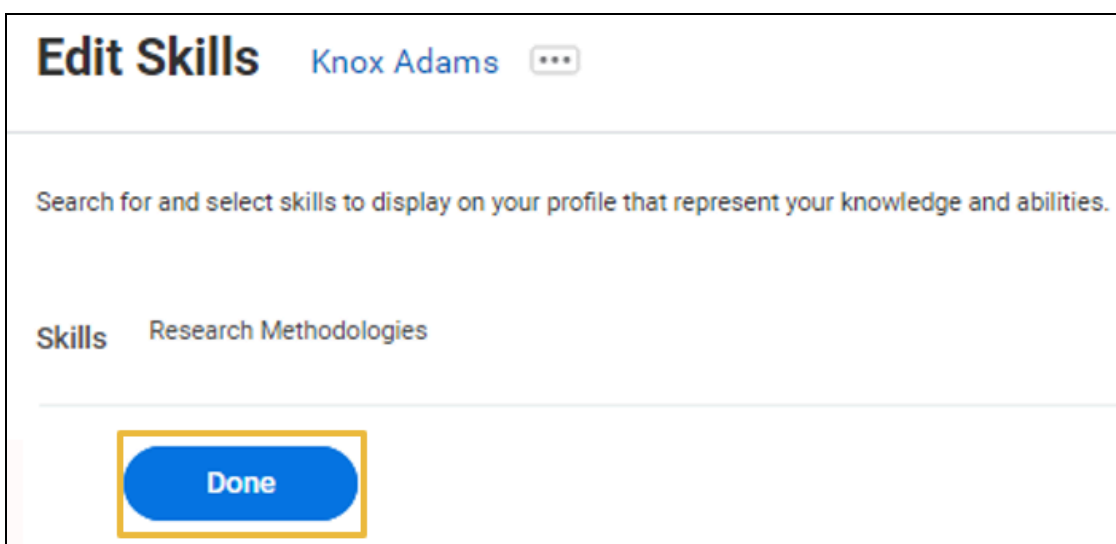
4. On the Skills tab, select **Edit**.



5. Search for **Skills (A)** to add to your profile or select one of the **Suggested Skills (B)**. You can add multiple skills. When you've finished adding skills, select **OK**.



6. The Skills you selected are now shown. Select **Done**.



7. The process is complete.