Create Professional Profile

What is a Professional Profile?

Your Professional Profile provides a quick view of your professional experience, skills, education, and projects. This profile is visible to you, your manager and their subsequent managers and the Talent Acquisition team.

This profile is also visible to hiring managers in the event you apply for an opportunity within the University. As a SNHU employee, you can access the internal job site and search for opportunities within the organization by searching “find jobs” in Workday.

How to create your Professional Profile

1. When you login to Workday, click on your name or picture in the upper right hand corner and select View Profile.

2. Your Professional Profile is the first tab when you go into your profile. You can add content to each section by selecting Add.
3. Enter your job history, beginning with your current position. You can then select Add to enter your previous job history. Once you have added your job history, click Submit.
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Education

4. This section is intended for you to add degrees obtained from Higher Education institutions. **Certifications are not to be added in this section.**

Once you have added your education information, click Submit.
5. In this section, you can add specific skills you have acquired. To add each skill, click Add. You can search for the skills you would like to add in the dropdown. If that search does not yield the result desired, you can add a skill by selecting the checkbox under Create New. Once you have added this information, click Submit.
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## Projects

6. In this section, you can add projects you have been a part of here at Southern New Hampshire University. To add additional projects, select Add. Once you have added the projects you would like to, select Submit.

![Add Internal Project Form](image-url)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Project</td>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td>Description</td>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td>Start Date</td>
<td><strong>Project Leader</strong></td>
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<tr>
<td>End Date</td>
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<td>Project Leader</td>
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</table>

**Add**

**Remove**

**enter your comment**

**Submit** **Save for Later** **Cancel**