



Manage Work Experience on the Workday HTML Accessible Site

Access the Add Work Experience Page

On the Home page select the link **Jane S. Smith (W2005499)[C]** (replace our example user with your user name)
This is method to View Worker Profile and contains the Job category. This View Worker page will display:

View Worker: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**

219917 Contingent Worker

Mail link **jane.s.smith@maryland.gov** link **Related Actions for jane.s.smith@maryland.gov**

Button **My Team**

Link **View Team**

Link **Baltimore - 301 W. Preston St** link **Related Actions for Baltimore - 301 W. Preston St** link **Preview for Baltimore - 301 W. Preston St**

Item 1

Managers

icon-multiple-managers link **Related Actions for icon-multiple-managers**

Item 1

Manager Title Text: Manager

Link **Vest M. Brown (W0999900)[C]** link **Related Actions for Vest M. Brown (W0999900)[C]** link **Preview for Vest M. Brown (W0999900)[C]**

Job

Link **Professional Profile**

Link **Job Details**

Link **All Jobs**

Link **Job History**

Link **Manager History**

Link **Management Chain**

Link **Organizations**

Link **Worker History**

Contact

Link **Contact**

Link **Emergency Contacts**

Link **Support Roles**

Personal

Link **Personal Information**

Link **IDs**

Link **Names**

Performance

Link **Languages**

Link **Education**

Career

Link **Work Experience**



Link **Certifications**

Link **Training**

Select link **Work Experience** under the heading Career, this will display:

Work Experience for Worker

Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**

Button **Add**

none entered

Adding the Work Experience

Select button **Add**, this will display:

Add Work Experience: Jane S. Smith (W2005499)[C] link **Preview for Jane S. Smith (W2005499)[C]**

Button **Add Item**

Item 1

Link **Remove Item 1**

Work Experience (required): button **Select Work Experience**

Experience Level: button **Select Experience Level**

Textbox input **Note:**

Review this Task

Textbox input **Comment:** button **Validate**

Buttons **Submit**, **Save for Later**, **Cancel**

For our example we will add the work experience management.

Select button **Work Experience (required):**, this will display:

Select Value for Work Experience

Text input **Search** button **Search**

Radio buttons:

Managed Groups of

Management Experience

Nature of Supervision Received

Senior Staff

Team Lead

Working Conditions - Hazardous Conditions

Working Conditions - Physical Demands

Working Conditions - Protective Equipment

Working Conditions - Surroundings

Buttons **Add** (grayed out), **Cancel**

Select radio button **Management Experience**.

Select button **Add**.

This will return to the Add Work Experience page which has added Management Experience link **Remove Management Experience**.

Select button **Experience Level**, this will display:



Select value for Experience Level
Text input **Search** button **Search**
Experience Level
Radio buttons:
3-5 Years
5+ Years
Up to 3 Years
Buttons **Add** (grayed out), **Cancel**

Select radio button **5+ Years**.
Select button **Add**.
This will return to the Add Work Experience page which has added 5+Years link **Remove 5+ Years**.
Enter "Managed Procurement Department of 44 employees." in the textbox input **Note:**.

If you select the button **Save for Later**, you will have a status display of your process and a new task will be added to your Inbox to complete the process.

Submitting Your Added Work Experience

Select button **Submit**, the screen will display:

You have submitted: link **Manage Work Experience: Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**
Page was saved successfully

Details and Process

For: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith** link **Preview for Jane S. Smith (W2005499)[C]**
Overall Process: link **Manage Work Experience: Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**
Overall Status: Successfully Completed
Due Date: 08/14/2015

Details

Item 1
Add / Edit Work Experience
Work Experience (required): Management Experience link **Related Actions for Management Experience**
Experience Level: 5+ Years link **Related Actions for 5+ Years**
Note: Managed Procurement Department of 44 employees.

Process

Link **Export 'Process History' items to Excel**
Process History (table)

(Row 1)

Process: link **Manage Work Experience** link **Related Actions for Manage Languages** link **Preview for Manage Languages**
Step: Manage Work Experience link **Related Actions for Manage Work Experience**
Status: Step Completed
Completed On: 08/12/2015 08:21:34 AM
Due Date: 08/14/2015



Person: link [Jane S. Smith \(W2005499\)\[C\]](#) link [Related Actions for Jane S. Smith](#) link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)
Comment: (blank)

Button **Done**

Select button **Done**, this will display:

Work Experience for Worker

Link [Jane S. Smith \(W2005499\)\[C\]](#) link [Related Actions for Jane S. Smith](#) link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)

Button **Add**

Link [Export table to Excel](#)

(row 1 of 1)

Work Experience: link [Management Experience](#) link [Related Actions for Management Experience](#) link [Preview for Management Experience](#)

Experience Level: 5+ Years link [Related Actions for 5+ Years](#)

Note: Managed Procurement Department of 44 employees.

Button **Edit**

Button **Remove**

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 9/17/2015