

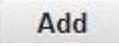
Manage Work Experience

Description

Task: Add or update your work experience on your worker profile.
Who Performs This Task?: All employees

To add or update your work experience....

Procedure:

1. Click the My Account  button at the top right of the screen.
2. Click the **View Profile**  hyperlink.
3. Click the **Career**  tab.
4. Ensure that you are on the Work Experience sub-tab.
5. Click the **Add**  button.
6. Type or use the prompt to enter the Work Experience.
7. Type or use the prompt to enter the Experience Level.
8. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



Information: Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

9. Click the **Done**  button.
10. The System Task is complete.