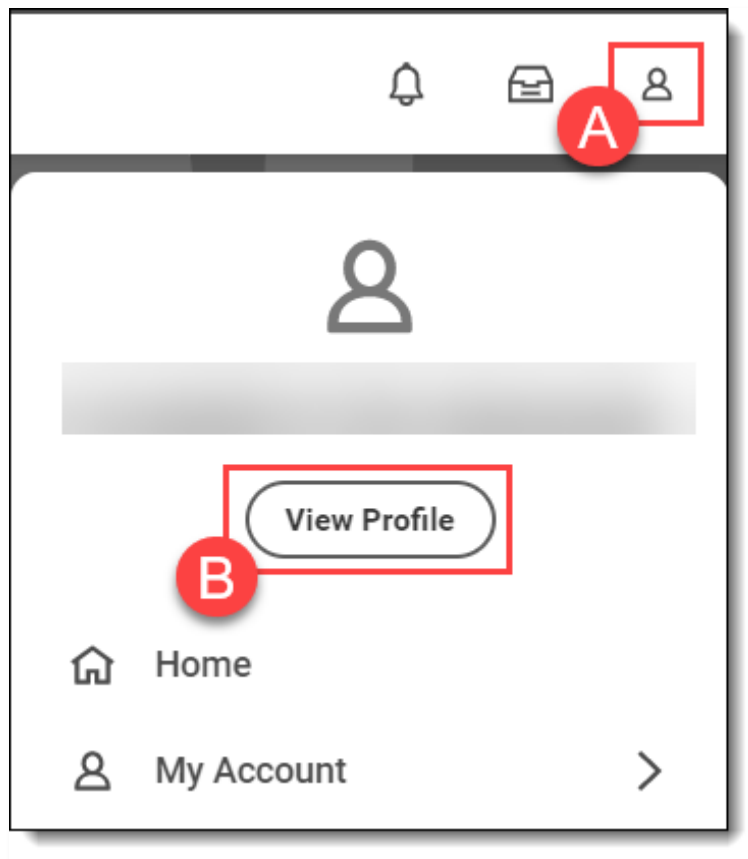


# Job History

Last updated 8/6/23

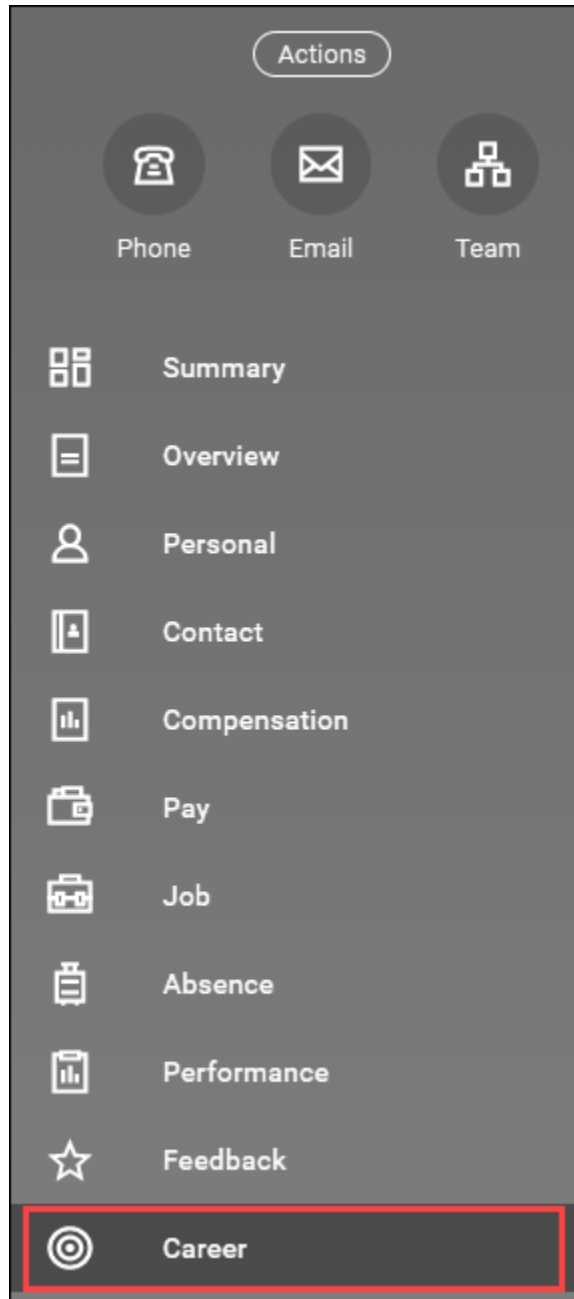
This knowledge article will provide instructions on how to print your job history from your Workday profile. This information is self-entered.

**Step 1:** Click on the **profile image** icon or your photo in the upper right corner (A) and select **View Profile** (B).



**Instructions continue on next page...**

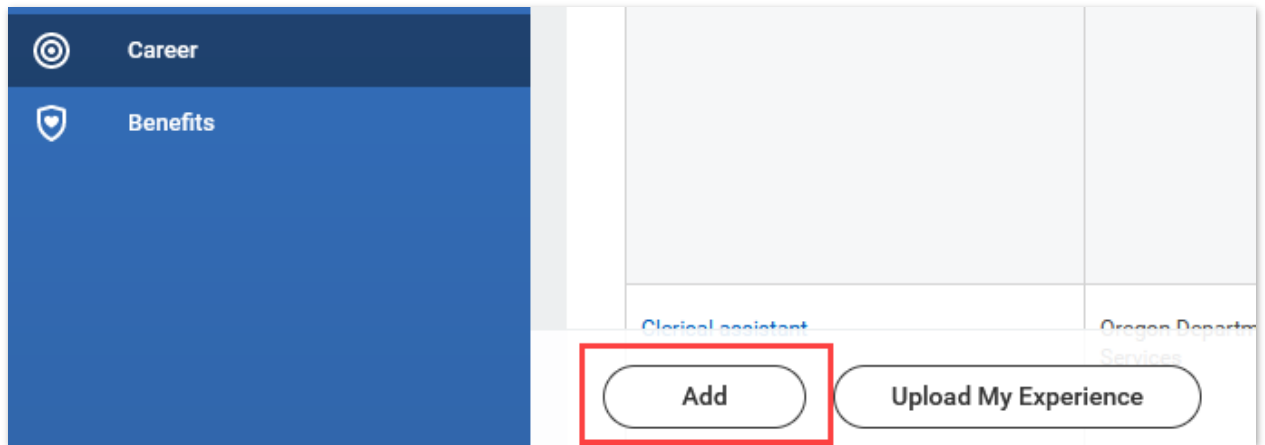
**Step 2:** Click on **Career** in the left-hand navigation panel.



**Step 3:** Click on the **Job History** tab at the top of the screen to see your self-entered employment history.



If you have not entered your job history, you may add your job history by clicking on the “Add” button at the bottom of the screen.



**Step 4:** Download your job history to an Excel spreadsheet by finding the “Export to Excel” icon at the top of the job history list.

You may also take a screenshot of your job history. Your screenshot must clearly show your job title, company name, position start & end dates, and the duties and responsibilities of the position.

