

# My career profile

Use this worksheet to start brainstorming what belongs on your career profile—to tell your story to the USC community as you explore career opportunities at USC, get “found” by USC recruiters and hiring managers, and build connections with the Trojan Family! The sections in **cardinal** populate your application when you apply for a USC job.

When you’re ready to fill out your career profile, log in to Workday from the Employee Gateway ([employees.usc.edu](https://employees.usc.edu)), click on your name in the top right corner, click on **View Profile** and then click on the **Career** tab.

Your career profile is your introduction to the university community—so remember to keep it updated!

For additional support, visit **Your USC career** ([employees.usc.edu/training/career](https://employees.usc.edu/training/career)) on the Employee Gateway.

## Professional Profile

### Professional Summary

Write a brief statement describing what you do and what you bring to the table. Think of it as your “elevator pitch” or “five-second commercial.”

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### Upload My Experience

Workday gives you a chance to upload a resume. For best results, use a standard format resume in Word document or PDF form—avoid excessive formatting or graphics. Workday will populate job history and experience using your resume information, so review those two sections when the upload is complete before filling out the rest of your career profile.

## Job History

List your job history—if you wish to include anything that’s not on your resume. The information that you include here will populate your job application if you apply for a job at USC.

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## Skills

List your professional skills. A skill is an ability you possess—something you’re good at. The information that you include here will populate your job application if you apply for a job at USC.

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## Accomplishments

Describe your professional accomplishments. Include ways you've made a difference that you're proud of and want to showcase to the USC community.

### Accomplishments include:

- Promotions
- Instances where you increased your group's efficiency, capacity or revenue
- Initiatives you've started
- Volunteer or community service

### Accomplishments are not:

- Skills and abilities
- Attendance or daily responsibilities
- Getting along with co-workers

In this section, Workday has a field for "position." You may indicate your position if you are listing an accomplishment related to your current position—the accomplishment will remain affiliated to your current position should you change positions. You may also leave the position field blank.

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## Awards

List your work-related or extracurricular awards.

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## Career Interests

Describe your career interests—your professional interests and career objectives. Consider the following:

- What are you doing now that you really enjoy?
- What do you envision for your career in the future?
- What are your career goals?

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## Certifications

List certifications you hold—Workday provides a dropdown menu with options, and you can add your own.

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## Education

List your school and degree(s)—if you wish to include anything that's not on your resume. Workday provides a dropdown menu with options. If your school or degree is not listed, or if your field(s) of study is not listed as it appears on your diploma, call the HR Service Center. The information you include here will populate your job application if you apply for a job at USC.

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## Internal Projects

List any USC or non-USC projects in which you've participated and describe your role.

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## Languages

List languages you read, speak or write. Indicate your proficiency for each.

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## Professional Affiliation

List your professional affiliations—organizations or groups you belong to, including associations and memberships.

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## Relocation

Indicate if you are willing to relocate, and if for short term or long term. Describe location if you wish.

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**Training**

List any training you've completed, and describe the training.

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**Travel**

Indicate if you are willing to travel for your job, and for what amount of time.

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**Work Experience**

List your work experience—describe the industry in which you have work experience, and indicate years of experience.

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Need help? Contact the HR Service Center at [uschr@usc.edu](mailto:uschr@usc.edu) or (213) 821-8100.