





Mid-Year Conversation—Employees

The Mid-Year Conversation is part of the performance management cycle at VUMC. Your manager will initiate the mid-year conversation with you. After the manager has held the conversation with you and submitted the conversation form in Workday, you will receive a **Task in Workday** and an **Outlook notification** prompting you to **Acknowledge** the Mid-Year Conversation form. Follow the steps on this guide to complete the employee acknowledgement.

Mid-Year Conversation — Employee

After the manager has submitted the conversation form in Workday, you will receive a **Task in Workday**, as well as, an **Outlook email** prompting you to acknowledge your annual evaluation **in Workday**.

Note: You can go directly to the task by opening the hyperlink in the Outlook email or by selecting the My Tasks icon from the Workday Homepage.

From the Workday Homepage:

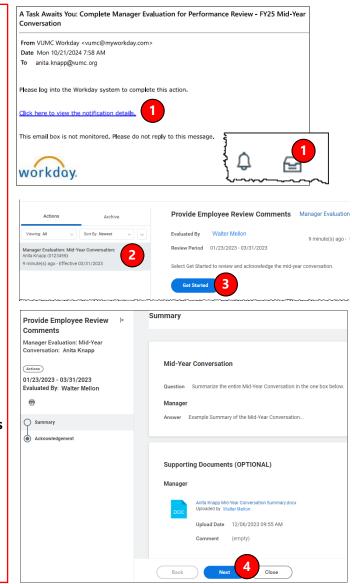
- 1. Select the My Tasks icon.
- 2. Select the **Task** titled **Manager Evaluation: Mid-Year Conversation: <Employee Name and ID>**.
- 3. Select Get Started to review and acknowledge.

Note: Hover over **WalkMe SmartTips 1** for additional guidance while completing the form.

- 4. Review the Summary and then select Next.
- 5. In the **Status** field, select either **Acknowledge with Comments** (add your comment in the Comment field) or **Acknowledge without Comments**.
- 6. Select Submit.

Note: Once the form has been submitted, it cannot be edited.

See page 2 of this guide for a full outline of the Mid-Year Conversation process.













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Mid-Year Conversation Process:

The steps below provide a summary of the entire Mid-Year Conversation process:

- **Step 1:** Managers will receive a Task **in Workday** to begin the Mid-Year Conversation.
- **Step 2:** The manager opens the Mid-Year Conversation form, reviews the directions, and selects the Mid-Year Conversation topic that is most fitting for the employee.
- **Step 3:** The manager schedules a conversation with the employee.
- **Step 4:** The manager summarizes key-points, from the conversation, on the Mid-Year Conversation form **in Workday**.
- **Step 5:** The manager reviews and submits the form **in Workday**.
- Note: Once the Mid-Year Conversation has been submitted, it cannot be edited.
- **Step 6:** The employee will receive a **Task in Workday**, as well as, an **Outlook email** prompting them to acknowledge the mid-year conversation **in Workday**. The email will be from vumc@myworkday.com and will have the heading **A Workday Task Awaits You: Acknowledge Mid-Year Conversation**.
- **Step 7:** After the employee completes their Acknowledgment, the manager will receive a Task **in Workday** prompting them to Review and **Acknowledge** the Mid-Year Conversation.

The Mid-Year Conversation process is now complete. Completed Mid-Year Conversations can be found on the Employee's Profile under the **Performance tab** or from the **Archive tab** in either person's Workday Tasks.

QUESTIONS?

Please email BusinessEducation@vumc.org.

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