



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** ? 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.

A Task Awaits You: Complete Manager Evaluation for Performance Review - FY25 Mid-Year Conversation

From VUMC Workday <vumc@myworkday.com>
Date: Mon 10/21/2024 7:58 AM
To: anita.knapp@vumc.org

Please log into the Workday system to complete this action.

[Click here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.



Actions

Archive

Viewing: All

Sort By: Newest

Manager Evaluation: Mid-Year Conversation: Anita Knapp (0123456)

9 minute(s) ago - Effective 03/31/2023

Provide Employee Review Comments

Manager Evaluation

Evaluated By: Walter Mellon

9 minute(s) ago -

Review Period: 01/23/2023 - 03/31/2023

Select Get Started to review and acknowledge the mid-year conversation.

Get Started

Provide Employee Review Comments

Manager Evaluation: Mid-Year Conversation: Anita Knapp

01/23/2023 - 03/31/2023

Evaluated By: Walter Mellon

Summary

Acknowledgement

Mid-Year Conversation

Question: Summarize the entire Mid-Year Conversation in the one box below.

Manager

Answer: Example Summary of the Mid-Year Conversation...

Supporting Documents (OPTIONAL)

Manager

Anita Knapp Mid-Year Conversation Summary.docx

Uploaded by: Walter Mellon

Upload Date: 12/06/2023 09:55 AM

Comment: (empty)

Back

Next

Close

Acknowledgement

Employee

Status *

Search

Comment

- ☐ Acknowledge with Comments
- ☐ Acknowledge without Comments

Submit

Save for Later



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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.