



## 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** prompting you to **Acknowledge** the Mid-Year Conversation form. Follow the steps on this guide to complete the employee acknowledgement.

### Mid-Year Conversation— Employee From the Workday Homepage:

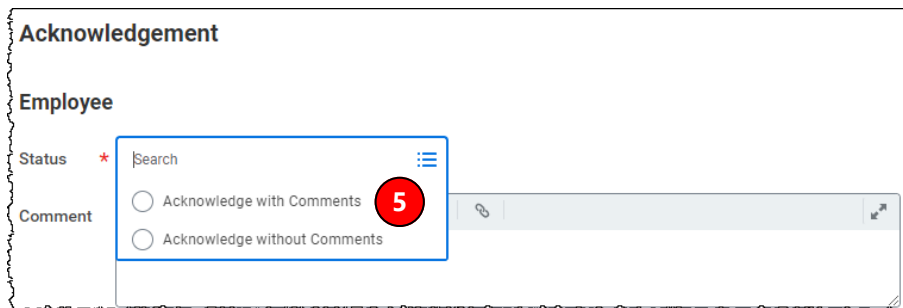
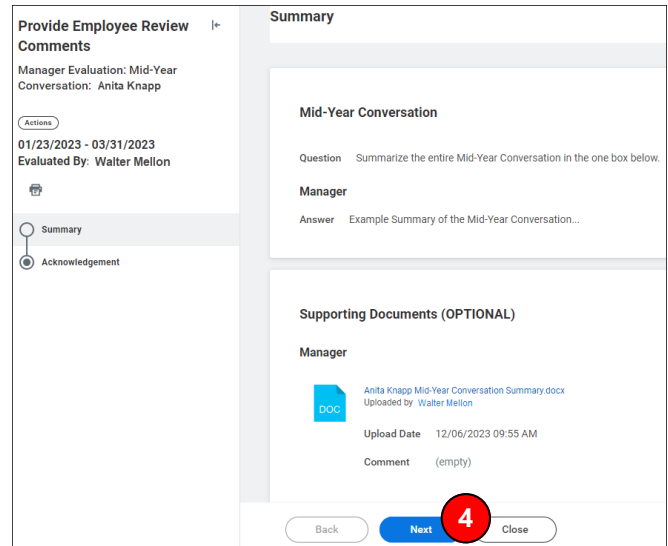
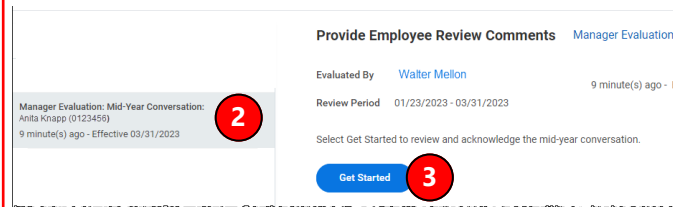
1. Select the **My Tasks** icon.
2. Select the **Task** titled **Manager Evaluation: Mid-Year Conversation: <Employee Name and ID>**.
3. Select **Get Started** to review and acknowledge.

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

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 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 manager will receive the Task; To Do: Complete Performance Discussion with Employee. Select the **To Do** button and then click **Submit**. Only after this step has been taken will the employee be able to acknowledge the evaluation.

**Step 7:** The employee will receive a Task **in Workday** prompting them to Review and **Acknowledge** the Mid-Year Conversation.

**Step 8:** 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](mailto:BusinessEducation@vumc.org).