





Mid-Year Conversation—Managers

The Mid-Year Conversation is a discussion that occurs between the manager and employee and is part of the performance management cycle at VUMC. Managers will receive a Task in Workday to begin the Mid-Year Conversation process. See the steps below on how to access and complete the Mid-Year Conversation.

Mid-Year Conversation—Manager 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. After reviewing the instructions, select **Get Started**.

Note: Hover your cursor over the WalkMe SmartTips 3 for additional guidance while completing the evaluation.

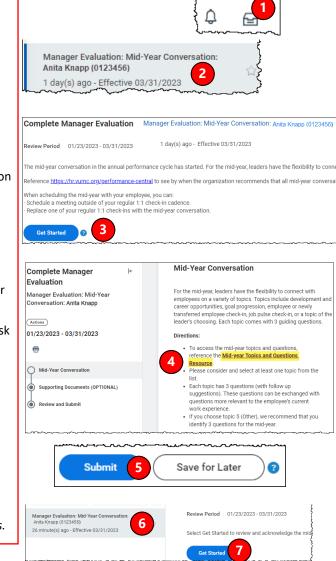
- 4. Follow the directions to complete each section of the Mid-Year Conversation form. Please refer to the Mid-Year Conversation Topics and Questions resource as it is an essential component to the completion of the mid-year conversation.
- 5. Select **Submit** to confirm. This sends a form to the employee's Workday Tasks for them to review and acknowledge the form.

Note: If you select Save for Later, the form will wait in your Workday Tasks for you to complete at a later time. What was previously entered will be saved.

- 6. Once the employee completes the acknowledgement, you will receive a Task in Workday titled: Manager Evaluation: Mid-Year Conversation: <Employee Name and ID> .
- 7. Select **Get Started** to complete your review and acknowledgement.
- 8. Review the Summary and then select Next.
- 9. In the Status field, select either Acknowledge with Comments (add your comment in the Comment field) or Acknowledge without Comments.
- 10. Select Submit.

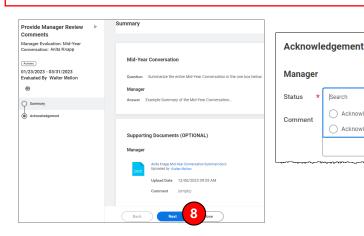
Note: Once the form has been submitted, it cannot be edited.

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



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Save for Later



Acknowledge with Comments

Acknowledge without Comment

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Mid-Year Performance Conversation—Managers

Mid-Year Conversation Process:

The steps below provide a summary of the entire Mid-Year Conversations 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** prompting them to Review and **Acknowledge** the 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 in the Manager Hub.

QUESTIONS?

Please email BusinessEducation@vumc.org.