



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** 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. After completing each section, select **Submit**.
- 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 you have submitted the conversation, select the **To Do Task** in Workday titled: **Complete Performance Discussion with Employee**.

Note: This step is just to confirm that you completed the discussion.

7. Select **Submit** to confirm. This sends a form to the employee's Workday Tasks for them to review and acknowledge the form.

8. Once the employee completes the acknowledgement, you will receive a Task in Workday titled: **Manager Evaluation: Mid-Year Conversation: <Employee Name and ID>**.

9. Select **Get Started** to complete your review and acknowledgement.

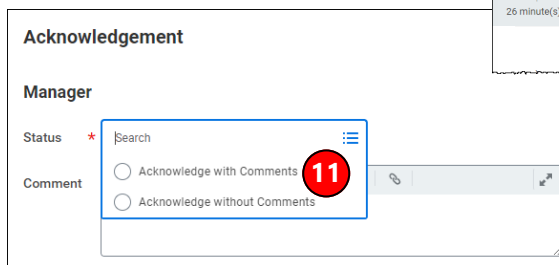
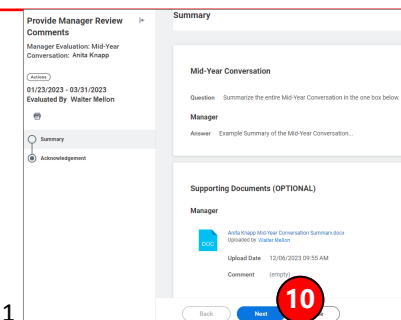
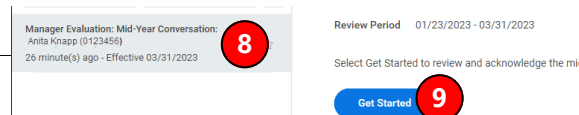
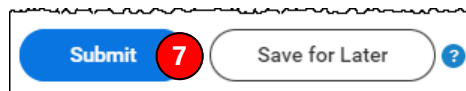
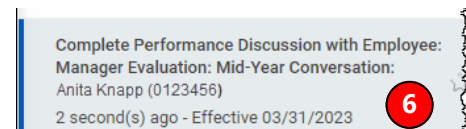
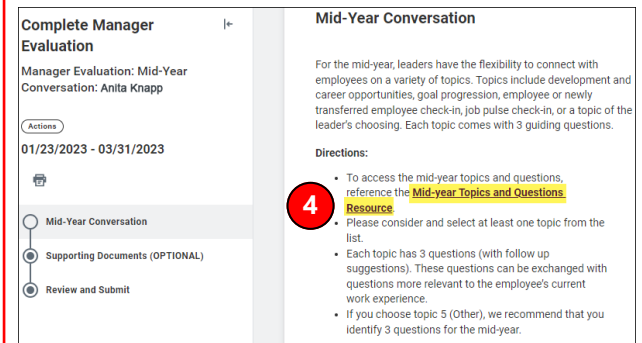
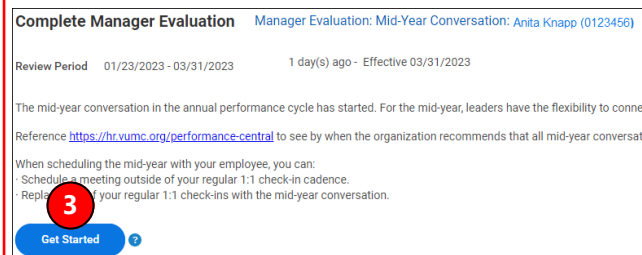
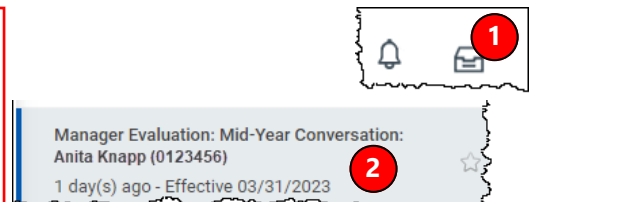
10. Review the Summary and then select **Next**.

11. In the **Status** field, select either **Acknowledge with Comments** (add your comment in the Comment field) or **Acknowledge without Comments**.

12. 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.





Mid-Year Performance Conversation—Managers

Mid-Year Conversation Process:

The steps below provide a summary of the 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 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 in the Manager Hub.

QUESTIONS?

Please email BusinessEducation@vumc.org.