




## 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. 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.



## 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](mailto:BusinessEducation@vumc.org).