



VUMC BUSINESS EDUCATION

### Workday Workshop:

Mid-Year Conversations For People Leaders

Duration: 1 hour

### Access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)





## Workshop Agenda

- Review Performance Cycle Timelines
- Access and complete Mid-Year Conversation
- Review Employee Accountabilities
- Complete Manager Acknowledgement
- Track Mid-Year Conversations



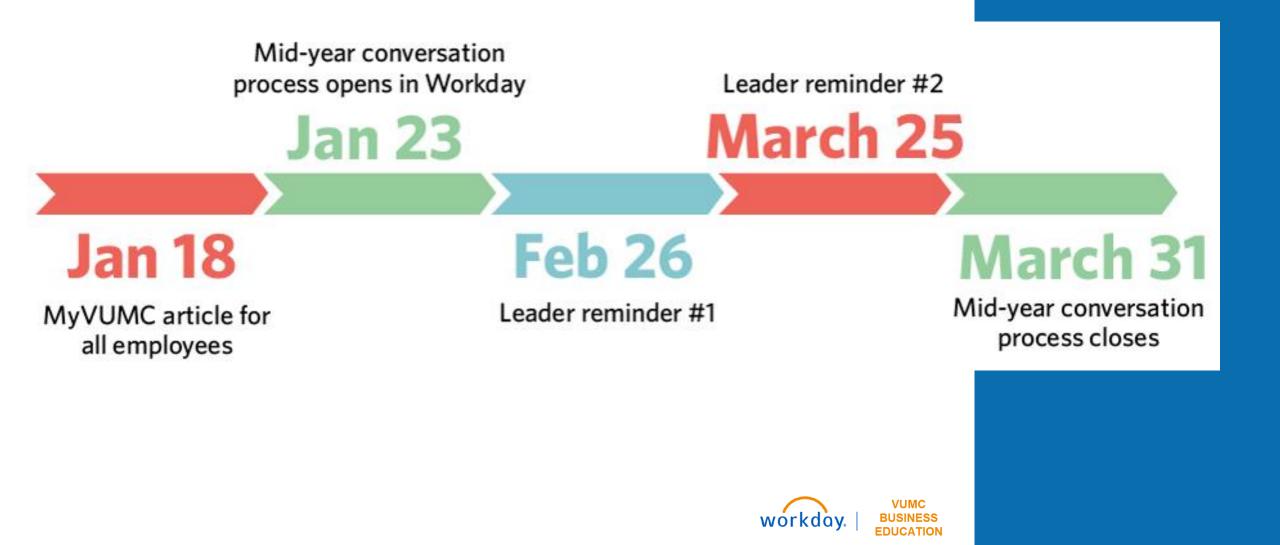
## Performance Management Timeline



Note: This timeline is an example of previous timelines and is subject to change annually



### FY24 Mid-Year Conversation Timeline



# **Complete Mid-Year Conversation**



## Access Mid-Year Conversation

- The Mid-Year Conversation is automatically sent to manager's Workday inbox (one inbox task for each employee).
  - When you are ready to begin the Mid-Year Conversation, select the Get Started button from the Workday inbox task or access Mid-Years in the Manager Hub App.

Inbox						
Actions	Archive	Complete Manager Evaluation				
Viewing: All v	Sort By: Newest	Manager Evaluation: Mid-Year Conversation: Antia Knapp				
Manager Evaluation: Mid-Ye Anita Knapp	ear Conversation:					
		The mid-year conversation in the annual performance cycle has started. For the mid-year, leaders have the flexibility to connect with employees on a variety of topics. Reference <a href="https://hr.vumc.org/performance-central">https://hr.vumc.org/performance-central</a> to see by when the organization recommends that all mid-year conversations be completed by. When scheduling the mid-year with your employee, you can: • Schedule a meeting outside of your regular 1:1 check-in cadence. • Replace one of your regular 1:1 check-ins with the mid-year conversation. Get Started				



### **Topics & Questions Resource**

<ul> <li>Directions:</li> <li>Review and select the to experience. If needed, y</li> <li>Each topic below has 3 or mandatory, rather they own questions or those may be helpful to share</li> <li>If you choose Topic 5 (O year conversation.</li> </ul>	ar Conversation: Topics & Questions opic that is the most relevant to your employee's current work ou can choose more than one topic from the list. questions (with follow-up suggestions). These questions are not are offered as guidance. Questions can be exchanged with your from the other topics. Depending on the questions selected, it in advance with the employee. ther), we recommend that you identify 3 questions for the mid-	
Topic 1: Check in on an employee/transferred employee	<ol> <li>Are you feeling welcomed by the team?</li> <li>What could be done to improve your experience in your current role?         <ul> <li>a. What could I do as your manager?</li> <li>b. What could our department do?</li> </ul> </li> <li>Do you feel that you have the tools and resources needed to perform your job to the best of your ability?         <ul> <li>a. How can we better set you up for success?</li> </ul> </li> </ol>	<u>Link: Mid-yea</u> Questions
<b>Topic 2:</b> Discuss development and career opportunities	<ol> <li>Do you feel you receive the feedback from me and your team to develop in your role? (i.e., strengths and areas for improvement)</li> <li>What projects or tasks would you like to work on or be more involved in?</li> <li>What are your career aspirations?         <ul> <li>a. How can I help you to accomplish them here?</li> </ul> </li> </ol>	Questions
Topic 3: Job Pulse check-in	<ol> <li>Are we fully using your talents?</li> <li>Do you feel recognized? What kind of recognition is most meaningful to you?</li> <li>Have you ever thought about leaving your current role or Vanderbilt Health?         <ul> <li>a. If so, what caused you to consider leaving?</li> <li>b. Why did you decide to stay?</li> </ul> </li> </ol>	
Topic 4: Check in on employee goal progress* *Note: you can choose to replace goals with top priorities	<ol> <li>How are you progressing with your goal(s)?</li> <li>Are there any challenges or obstacles that are interfering with your ability to complete your goal(s) successfully?         <ul> <li>a. Are there any changes or adjustments that may need to be made to your goal(s)?</li> </ul> </li> <li>Are there any resources or support you require to allow you to complete your goal(s) successfully?</li> </ol>	
Topic 5: Other	<ul> <li>Choose this topic if:</li> <li>You are bringing your own questions to the mid-year conversation.</li> <li>You want to incorporate questions from the other topics.</li> </ul>	

Link: Mid-year Topics and Questions Resource



# **Employee Accountabilities**

# **Employee Accountabilities**

Participate in the Mid-Year Conversation with their manager

### Complete their employee Acknowledgment



# Complete Manager Acknowledgement



# Manager Acknowledgement

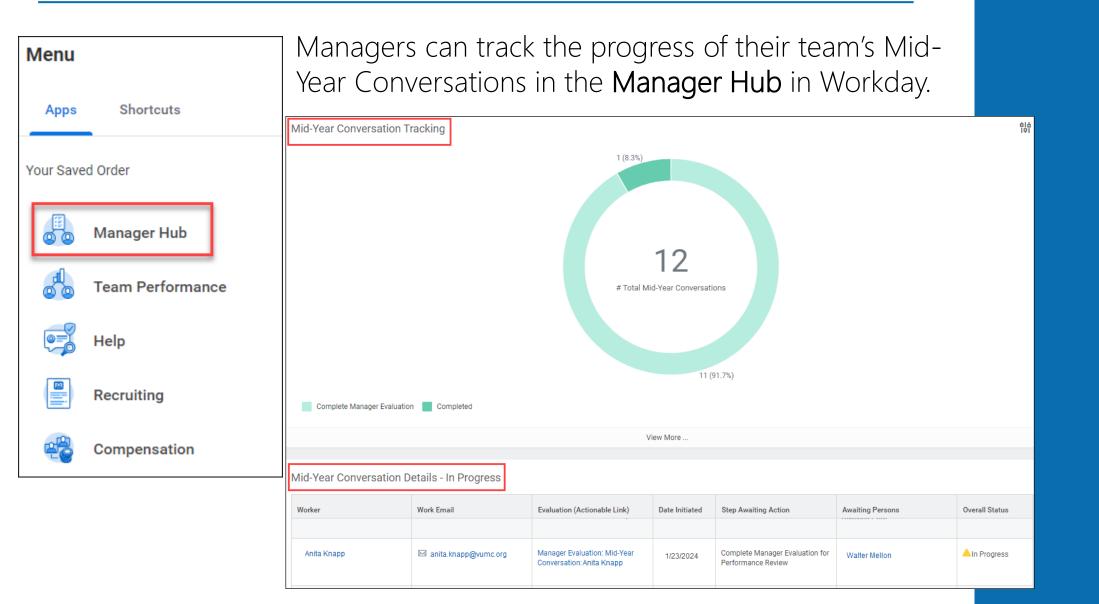
Inbox		Provide Manager Review Comments
Actions Archive Viewing: All  Viewing: All	<ul> <li>Provide Manager Review Comments</li> <li>Manager Evaluation: Mid-Year Conversation: Anita</li> </ul>	Knapp Manager Evaluation: Mid-Year Conversation: Anita Knapp
Manager Evaluation: Mid-Year Conversation: Anita Knapp	☆ I I I I I I I I I I I I I I I I I I I	Actions 1/23/2024 - 3/31/2024 Evaluated By: Walter Mellon Evaluated By: Walter Mellon
	Select Get Started to review and acknowledge the mid-ye This will complete the business process. Get Started	ear conversation.



# Track Mid-Year Conversations



# Track Mid-Year Conversations



# Conclusion

## Key Takeaways

#### Access

- Access all employee's Mid-Year Conversation forms from your Workday Inbox or Manager Hub from January 23<sup>rd</sup>-March 31<sup>st</sup>, 2024.
- You must be on the VUMC network or logged in to VPN to see the WalkMe SmartTips.

#### Track

• Track the progress of each Mid-Year Review from the Manager Hub App.

### Notifications

- All Mid-Year Conversation notifications will be in Workday.
- Managers and Employees will not receive any notifications in Outlook.

#### **Review and Submit**

- Changes cannot be made after submission. Review all sections before hitting the submit button.
- Manager and employee must acknowledge the Mid-Year Conversation.

٠





WDHR-802-W4-Mid-Year Conversation

QRG\_-Mid-Year Conversation for People Leaders

For questions, support, or guidance in handling specific performance management processes please contact your HRBP.

For questions regarding the overall performance management process please contact <u>clarissa.fischer@vumc.org</u>.

For any technical issues, please submit a Workday Help ticket.



