



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

Viewing: All Sort By: Newest

Manager Evaluation: Mid-Year Conversation: Anita Knapp

Complete Manager Evaluation

Manager Evaluation: Mid-Year Conversation: Anita Knapp

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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 <https://hr.vumc.org/performance-central> 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

Mid-Year Conversation: Topics & Questions

Directions:

- Review and select the topic that is the most relevant to your employee's current work experience. If needed, you can choose more than one topic from the list.
- Each topic below has 3 questions (with follow-up suggestions). These questions are not mandatory, rather they are offered as guidance. Questions can be exchanged with your own questions or those from the other topics. Depending on the questions selected, it may be helpful to share in advance with the employee.
- If you choose **Topic 5 (Other)**, we recommend that you identify 3 questions for the mid-year conversation.

Topic 1: Check in on an employee/transferred employee	<ol style="list-style-type: none"> 1. Are you feeling welcomed by the team? 2. What could be done to improve your experience in your current role? <ol style="list-style-type: none"> a. What could I do as your manager? b. What could our department do? 3. Do you feel that you have the tools and resources needed to perform your job to the best of your ability? <ol style="list-style-type: none"> a. How can we better set you up for success?
Topic 2: Discuss development and career opportunities	<ol style="list-style-type: none"> 1. Do you feel you receive the feedback from me and your team to develop in your role? (i.e., strengths and areas for improvement) 2. What projects or tasks would you like to work on or be more involved in? 3. What are your career aspirations? <ol style="list-style-type: none"> a. How can I help you to accomplish them here?
Topic 3: Job Pulse check-in	<ol style="list-style-type: none"> 1. Are we fully using your talents? 2. Do you feel recognized? What kind of recognition is most meaningful to you? 3. Have you ever thought about leaving your current role or Vanderbilt Health? <ol style="list-style-type: none"> a. If so, what caused you to consider leaving? b. Why did you decide to stay?
Topic 4: Check in on employee goal progress* *Note: you can choose to replace goals with top priorities	<ol style="list-style-type: none"> 1. How are you progressing with your goal(s)? 2. Are there any challenges or obstacles that are interfering with your ability to complete your goal(s) successfully? <ol style="list-style-type: none"> a. Are there any changes or adjustments that may need to be made to your goal(s)? 3. Are there any resources or support you require to allow you to complete your goal(s) successfully?
Topic 5: Other	Choose this topic if: <ul style="list-style-type: none"> • You are bringing your own questions to the mid-year conversation. • You want to incorporate questions from the other topics.

[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



DEMO

Manager Acknowledgement

Inbox

Actions Archive

Viewing: All Sort By: Newest

Manager Evaluation: Mid-Year Conversation: Anita Knapp

Provide Manager Review Comments

Manager Evaluation: Mid-Year Conversation: Anita Knapp

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Evaluated By [Walter Mellon](#)

Review Period 1/23/2024 - 3/31/2024

Select Get Started to review and acknowledge the mid-year conversation. This will complete the business process.

Get Started 1

Provide Manager Review Comments

Manager Evaluation: Mid-Year Conversation: Anita Knapp

Actions

1/23/2024 - 3/31/2024

Evaluated By: [Walter Mellon](#)

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- Summary
- Acknowledgement

Track Mid-Year Conversations



DEMO

Track Mid-Year Conversations

Managers can track the progress of their team's Mid-Year Conversations in the **Manager Hub** in Workday.

Menu

Apps Shortcuts

Your Saved Order

- Manager Hub**
- Team Performance
- Help
- Recruiting
- Compensation

Mid-Year Conversation Tracking

12
Total Mid-Year Conversations

11 (91.7%) Complete Manager Evaluation 1 (8.3%) Completed

View More ...

Mid-Year Conversation Details - In Progress

Worker	Work Email	Evaluation (Actionable Link)	Date Initiated	Step Awaiting Action	Awaiting Persons	Overall Status
Anita Knapp	✉ anita.knapp@vumc.org	Manager Evaluation: Mid-Year Conversation: Anita Knapp	1/23/2024	Complete Manager Evaluation for Performance Review	Walter Mellon	▲ In Progress

Conclusion

Key Takeaways

Access

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

Notifications

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

Track

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

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.

Resources

[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 clarissa.fischer@vumc.org.

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



Questions?