

<u>Question</u>	<u>Answer</u>
Are we able to review their goals from our goal setting meetings to have in our conversation?	The mid-year template in WD does not include an overview of goals. However, you can review their goals and discuss it during the mid-year. To access an employee's goals
While reviewing the goal progress with an employee, is there a way to easily access their goals from their annual evaluation?	The annual evaluation closes the performance management cycle for that year. Goals discussed in the mid-year should refer to the goals set during the goal-setting phase of this year's performance management cycle (even if these goals were carried over from the previous FY). You can access an employee's goals by going to the employee profile in WD
Will the assistant managers have access to the midyears if they are the HCM Business Asst w/ comp for that supervisory org?	Yes, if the assistant manager has HCM Business Asst w/comp for that supervisory organization, they are able to access the mid-year. HOWEVER, if the manager starts the mid-year inbox task in WD (i.e., clicks the Get Started button) the HCM Business Asst
Should we already see "Manager Hub" option under the "Add Apps" section? That's not appearing for me in either menu. But maybe that	You should be able to view the Manager Hub in either your menu or Add Apps. It will only be available if you are a Manager in Workday (i.e. have people reporting to you). It is not
For new employees, will the mid-year conversation (with appropriate question set) be all that is required to complete? Is there no longer any required evaluations or	You are required to complete the End of Orientation for new employees. We recommend you conduct a mid-year conversation with every staff member who was hired prior to Oct. 1, 2023. Any employee
When does this process open and	January 23, 2024- March 31,2024
Can you share the resource guide with questions again?	The resource guide is available in the following locations: in the Mid-year review inbox task in WD, Performance Central, Leader Central Xpress January Mid-Year
Is it ok to ask the employee to prepare a self assessment of the	You may do the following if that is your preferred preference per the answer given in
are these mandatory?	It is encouraged for managers to have mid-year conversations with employees. Entities decide whether mid-years are required or
If your option is to not have them, how do they clear out of the inbox	Mid-years will be automatically pushed to the completion step on March 31. Leaders are not required to take any action.