

<u>Question</u>	<u>Answer</u>
How can we access the link?	The slide deck will be posted in the coming days and the links will be available there. Likewise, if you access the Training Hub, you will find the links to the documents
If an employee says "skip this task" for the self eval, is there a way for the manager to send it back for the employee to complete it?	Yes. The manager is able to use a feature titled "Send Back to Employee"
Is there a word limit?	No, there is no word limit.
Can a staff member fill out only one section of the self evaluation & submit that or do they have to fill out all sections?	Yes - because the self-evaluation is optional for all non-nursing staff, you should be able to fill out only the sections that you want to and Submit.
Are there any response templates available for employees?	There are not.
Will our Supervisors upload the goals before we start?	Supervisors are not required to upload goals for their employees. I recommend you check in with your supervisor to see what the goal expectation is
Is the session being recorded if we want to revisit it?	Yes, it will be posted on the Workday Training Hub. https://www.vumc.org/myworkday/training-hub
can goals be left blank by both employee and leader?	No, goal(s) are required. If no goal is put in, an error message will pop up and the annual evaluation cannot be completed.
How many goals do we have to have? Is there a minimum?	Minimum goals is 1. Maximum goals is 5
How do we choose "Departmental Goal" instead of Pillar Goal?	Department goals should be based on Pillar Goals. The support field only lists Pillar Goals and Pillar subgoals. Link the department goal as best as you can to the Pillar Goal it supports.
Does the weighting have to be equal between goals? Can we weigh a smaller/minor goal at 12.5% of the 100% weight?	No, the goals do not have to carry equal weight. The total must equal 100 but that is the only weighting requirement.
All the data that needs to be added for this evaluation is what was already completed back on the physical form before work day was implemented? - this isn't creating new goals yet right?	No, you should not be creating new goals. Please use the data in the physical form to fill out the goals section in the annual evaluation.
How do we request Feedback?	You can type "Get feedback" in the search box of Workday to request feedback for yourself or your team.
Why am I not seeing the little icon for helpful tips?	Ensure that you are connected to the VPN. Then, ensure that you have Walkme installed on your browser.
Is feedback only from internal people or can external partners provide feedback as well?	Only employees who are considered VUMC employees with Workday access can provide feedback.

<u>Question</u>	<u>Answer</u>
Do managers have the ability to add goals, or is the only way to add goals through the employee self eval process? If we want employees to add just the goals and not do any other parts of the self eval process, is that possible? Are they able to complete it without completing the other sections?	Managers can add goals for their employees. Employees can also choose to only input goals and leave everything else empty in the self-evaluation.
Also, if we receive feedback outside of Workday, could we add in feedback ourselves?	There is no feedback functionality to add feedback from outside of Workday. However, you can take the feedback that you received outside of work and upload it as a file in the annual self-evaluation section titled: Supporting Documents
Why can I only select certain individual contributors for feedback? Why can't I select my peers?	Type "Get feedback" into the Workday Search box and select 'Get Feedback on Self'. This will give you the option to request feedback from your peers. If you do not see your peer as a drop-down option, type in the peers name into the <i>Who do you want to request feedback from</i> field, then press enter. Their name should then appear, if not, double check that their name has been spelled correctly.
So in the past if we had to get another manager's feedback on the employee...we sent an email...do I understand correctly that now we can send a request for that info through Workday?	Yes. You can type "get feedback" in the search box of Workday to request feedback for yourself or your team.
Will there be another employee training workshop?	There will be no other employee training workshop. However, a recording of the training will be put in the Training Hub in the section Workday Workshop Recordings (https://www.vumc.org/myworkday/training-hub)
In the FY23 Goals template under Supports/Pillar Goals, there was a box called "Create Your Own Goal" and "Department Specific Goal" was what was entered. Will that be an option under Pillar Goals or do we have to try and fit it into one of the specific pillar goals in Workday?	That will not be a part of the Pillar Goals. However, Department goals should be based on Pillar Goals so it is best to try and fit it into one of the specific Pillar Goals.
In the Supports category under the FY2023 Organizational Goals - those prepopulated goals do not match the goal I have noted on my paper performance eval, do we need to adjust to fit into one of these prepopulated Organizational Goals or is there some place to add a new Organizational Goal?	Please adjust to fit into one of the prepopulated Pillar Goals. There is no place to add a new Organizational Goal.
How does the manager return evaluation if I wanted to add something else after submitting.	When the manager receives your evaluation, they have the option to "Send Back" the evaluation.

<u>Question</u>	<u>Answer</u>
Do we pick one of the credo pillars or do we need to have something for each pillar?	Pick a pillar goal that supports each goal. They may all be different depending on your individual goals. You are NOT required to have a goal for each Pillar Goal. If you have questions, please speak to your manager.
If you are a new employee, do you get an APE? oR it only after 1 year?	Staff are eligible to participate in the annual evaluation if they have worked at VUMC for a minimum of six-months. Staff members (hourly and salaried) who started on or after January 25 will not participate in the annual evaluation. Instead, your manager should complete an End of Orientation Form that will be in their inbox. Please reach out to your manager for questions regarding the End of Orientation process.
Is it too late to enter end of orientation info? I did it on paper.	If you are a Manager and you have an employee who started on or after Jan 25th you will complete an End of Orientation form that will be in your Workday Inbox when it is time for you to complete it. If you are a new hire, the only action you need to take is to acknowledge the end of orientation form in Workday.
Is a human contact available if we need it for technical or general questions?	For questions related to the Performance Management process, please contact your HR Business Partner. If you are having technical issues with the Performance Management process in Workday, please fill out a Pegasus ticket.
Will both the employee and the Manager ratings and comments be in the review form at time of performance discussion?	Yes. However, a manager may do this in two ways: A manager may send you a PDF of the evaluation with both the employee and manager ratings and comments; or, you will receive an inbox action asking you to acknowledge the annual performance. You will then have the opportunity to review the form. Note that this form only includes the manager comments and ratings for Elements of Performance, Credo, and Goals. You can choose to wait to acknowledge the form until after you have had your performance discussion. If your manager has scheduled the performance discussion and you have yet to receive a PDF or an action inbox item asking you to acknowledge the form, reach out to your manager.