

Question	Answers
Where can we find this form? I did not receive	The purpose of the goal form was to store goals off system while we transitioned from Success Factors to Workday. You no longer need this form. All that is needed now is for you or your employee to put the agreed upon FY23 goals into the annual evaluation in WD
to confirm, if the employee adds their goals to their eval - we can pull from there, we don't need to add them again right?	Yes. If the employee adds goals to their eval, you do not need to add them again.
Can a goal be cascaded to all the employees in a department or do they have to individually entered for each employee?	A goal can be cascaded to all employees in a department.
I did not receive a goal form. Where should I go to get this information?	The purpose of the goal form was to store goals off system while we transitioned from Success Factors to Workday. You no longer need this form. All that is needed now is for you or your employee to put the agreed upon FY23 goals into the annual evaluation in WD
Can you forward an evaluation to be filled out by another manager?	You cannot forward the evaluation. However, if you have an employee who just transferred from another department, you can use the Annual Evaluation Additional Manager Template to ask for feedback from another manager. To see how to access this template, go to page 2 on the Annual Performance Evaluation (Managers) QRG.
do all vumc staff get self eval that closes on Aug 15 or just nurses?	All VUMC staff should have received a self-evaluation in their Workday inbox. Only those employees who were hired on or after January 25 will not have a self-evaluation in their Workday inbox.
Can a manager reopen a self eval for staff members that haven't completed self eval by August 15th?	Yes. On August 15, all self-evaluations will automatically be pushed to the manager, but if needed the manager can still send back the evaluation to the employee.
If an employee is resigning but will be with the organization for the next 30 days, should the manager complete their evaluation and go through the steps?	It would be ideal for the manager to complete the evaluation before the employee goes, but it's not required.
We had someone transfer at the beginning of July-will the prior department need to complete their evaluation?	As the person's current manager, you are required to complete their evaluation. However, you can request feedback from the previous manager through the Annual Evaluation Additional Manager Get Feedback Template. To see how to access this template, go to page 2 on the Annual Performance Evaluation (Managers) QRG.
What if we have employees who share effort on two separate teams within our department. Can the manager request feedback from that manager as well? Even though it is the same department?	Yes. You can request feedback from the other manager if that manager works directly with the employee
Confirming house staff are not included in the Workday eval process since they are evaluated differently? Thank you -	You are correct. House staff are not included in the Workday eval process.
Can research nurses in the Dept of medicine use workday rather than redcap for their evals and self evals?	Please contact NursingPeer@vumc.org with this question.
can you not request feedback from someone else in your department that your worker has worked with ?	Yes, you can use the Get Feedback function. However, keep in mind that these are permanently in the employee's record.
would you follow these same steps if someone reports to multiple due to split effort?	If an employee works closely with another leader, the additional manager feedback form is a helpful tool for managers to get additional insight into their employee's performance.
Can we not use the Get Feedback option to collect feedback from peers?	Yes, you can use the Get Feedback function. However, keep in mind that these are permanently in the employee's record.
why can this feedback option not be used for others to give input? is there a different way to do that?	The Additional Manager Feedback template is only intended for managers who have a close working relationship with the employee. This form is not for peer feedback.
Is is possible for employees and/or managers to see old evals from Performance Central? The scores are in Workday but not the full eval.	No. Employees and managers are not able to review old evals from Performance Central. However, they are able to see the overall rating.
how do they "skip" their self eval in workday?	When employees receive the inbox action item to complete their self-evaluation, they can select a gear on the upper right hand corner. A drop down menu will appear with one of the options being "Skip this task"
Can a warning be added to that send back button to warn and request confirmation you want to send the form back?	When you select the send back button, a pop-up window will appear asking you to provide a justification of why you want to send the form back to your employee. The new pop-up window acts as a confirmation step.
How do I get to the Complete Manager Evaluation screen?	There will be an inbox item once the evals launch for Managers. You can select the "Complete Manager Evaluation" inbox item, and it will launch the process you are seeing.

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How do you add goals? Can you import to Workday since last year's eval was completed on MS Word?	The purpose of the MS Word goal form was to store goals off system while we transitioned from Success Factors to Workday. Take the goals you stored in the MS Word goal form and copy and paste them into the Workday goal form. The forms are identical.
What if someone has already requested feedback from peers?	If peer feedback has been requested in workday, the employee will be able to view. The feedback will remain permanently in the employee's record.
Is it correct that ratings are not included in self evals?	Ratings are included in the employee self eval. However, ratings are not mandatory and employees can only rate themselves on their goals.
Just to clarify, for those staff that are completing self-evals, is August 15 a hard stop and therefore no longer open to the employee after that time, or can self-evals still be completed during the evaluation period that goes until October?	On August 15, all self-evaluations will automatically be pushed from the employee to the manager. However, if needed, the manager can still send back the evaluation to the employee.
if you requested feedback from another manager - how does that incorporate? Do you get a different eval back and have to merge? Does it show up in this form by the employee comments?	It will show in the "Feedback" section of your employee's annual evaluation. It is just for your view as a manager. You are then able to use that feedback to help you to fill out the employee's evaluation.
Don't we usually add institution goals in like sept-oct?	Last year, managers were requested to store employee goals in an off-system MS Word Goal Form. The goals being discussed in this workshop are based on those goals. Instructions for FY24 goal setting will be coming in Sep/Oct.
When would be setting/entering new goals for next year?	Instructions for that will be coming in Sep/Oct
Can you explain why the due date needs to be between 7/25 and 10/10? Aren't we being evaluated on our performance from the previous fiscal year? That window is the current fiscal year?	<p>When setting the completion date for goals for FY23, keep the following in mind:</p> <p>> If you want your employee's goals to be automatically pulled into the annual evaluation, you need to put the employee's goal due date as 7.26.23. This is only for this evaluation cycle since this year, the goal period aligns with the annual evaluation period (7/25 to 10/10).</p> <p>>If you are adding in your employee's goals while filling out the annual evaluation, put the due date that you and your employee agreed to on the off-system goal template.</p>
The Pillar categories are not showing as options in the "support" field.	Go to support, click on "my organizational goals" then select "Office of the CEO Department" then select "FY2023 Organizational Goals". You will now see all the pillar goals
Is there a central hub where information on the self-evaluation and the employee evaluation is saved for reference?	Online modules: WDHR-801 & WDHR-802 are also available in the Learning Exchange
Can you request feedback from Peers, Providers, staff etc.	Yes, you can use the Get Feedback function. However, keep in mind that these are permanently in the employee record.
Is there a guide for adding goals at the department level? I only see a quick guide for individual goal setting.	Use the Set Goals on Behalf of Employees QRG. Instructions on how to add goals at the department level are on page 1.
We have to email our HRPB if we change the overall rating before we even submit?	You are not required to email your HR Business Partner. That was a miscommunication on our team. We apologise for the confusion.
if they don't fill anything out by Aug 15, could you 'send back' and ask them to do it then?	Yes. The Send Back function will still be available after Aug 15.
What were the discussion questions that were shown? Do review those?	The discussion questions are part of the annual review template. They are optional.
Please say more about setting date in the goal section. If you set it at 06/30/2023, will it pull into the eval.	Workday will only pull in goals into the annual evaluation if they fall within the goal period. With our transition to Workday at the end of the performance cycle, the goal period is the same as the annual evaluation period (July 25 to October 10). If you want FY23 goals to be automatically pulled into the FY23 annual evaluation, set the goal completion date as 7.26.2023. This is only for this annual evaluation period.
where can we find instructions for adding goals to department instead of individual?	Set Goals on Behalf of Employees QRG has instructions on how to set department goals on page 1

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The staff member's review from last year (that was on performance central), can that be accessed somewhere?	Last November it was communicated that SuccessFactors would be sunset and leaders needed to print or save pdf of prior evaluations. No detail is available
Can you review the 2022 evaluation in My Work Day or other location?	Last November it was communicated that SuccessFactors would be sunset and leaders needed to print or save pdf of prior evaluations. No detail is available
If a new hire is still within their orientation period, there is no eval needed for them correct? If they haven't hit their end of their orientation period?	No, no eval is needed of them.
If filling out end of orientation and the responses are negative, does it prompt to next steps	The type of rating and feedback do not impact the business flow of the end of orientation. If your employee is underperforming, reach out to your HR Business Partner.
Why would I need to email my HR business partner and the employee if the employee's rating changes, but I haven't submitted it?	You are not required to email your HR Business Partner. That was a miscommunication on our team. We apologise for the confusion.
There are conflicting answers from moderators on whether Aug 15th is hard stop for self eval, or whether you can send it back to employee. . please clarify	Managers will still be able to send back the evaluations to employees after August 15.
If end of orientation occurs at the same time as annual evals, will we need to both? for example, aug 6th is end of orientation for one of my team.	No. If the new hires end of orientation is August 6th, you do not need to complete an annual evaluation
What is the best way or tool to use to gather feedback from peers etc if not using workday?	You can gather feedback from peers and others through email communication.
What is QRG	Quick Reference Guide
So the employee goal completion date has to be between 7/25/22 and 10/10/23? Or between 7/25/23 and 10/10/23?	<p>When setting the completion date for goals for FY23, keep the following in mind:</p> <p>> If you want your employee's goals to be automatically pulled into the annual evaluation, you need to put the employee's goal due date as 7.26.23. This is only for this evaluation cycle since this year, the goal period aligns with the annual evaluation period (7/25 to 10/10).</p> <p>>If you are adding in your employee's goals while filling out the annual evaluation, put the due date that you and your employee agreed to on the off-system goal template.</p>
What if an employee started after the goals were done? Do you make goals now?	Employees should receive their goals at the end of their orientation period. If the orientation period falls right before the annual evaluation, make the following note in the goal section: "The employee has recently completed their end of orientation period and goals are still being determined."
How do you cascade a team goal to the entire group?	Set Goals on Behalf of Employees QRG has instructions on how to set department goals on page 1
Regarding the goal form, if we did not get it and can no longer access it, is it ok for it not to be uploaded in their evaluation? How should I address this	Reach out to the employee to confirm what the goals were. Then, enter the goals into Workday.