

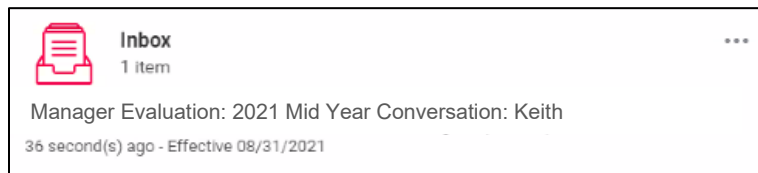
Mid-Year Conversations

All Home Office Team Members and certain Field Team Members (*Club Managers and up and DC Supervisors and up*) will receive mid-year conversations. These will not be formalized in Workday, but managers will get a task in their inbox to acknowledge that a mid-year conversation occurred. Team Members will also acknowledge the mid-year conversation through a Workday inbox task.

Manager Mid-Year Conversation Acknowledgement

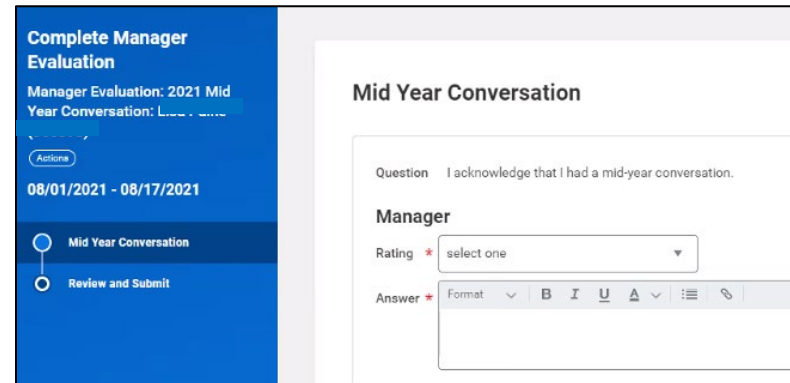
From your Workday inbox:

1. Navigate to your Workday inbox. Select the **Manager Evaluation** task for the Team Member.



2. Click **Get Started**.
3. In the **Rating** field, select **Yes** to acknowledge the mid-year conversation occurred.

4. In the **Answer** field, summarize the conversation talking points, especially any key action items that came out of the discussion.



5. Click **Next**.
6. Review the acknowledgement and click **Submit** which sends a task to the Team Member to acknowledge.

Team Member Mid-Year Conversation Acknowledgement

1. The Team Member will receive a task in their inbox to acknowledge the mid-year conversation.



2. Open the task and click **Get Started**.
3. In the **Manager** section, the Team Member will be able to view their manager's acknowledgement and notes.

Mid-Year Conversations (continued)

4. In the **Employee** section:
 - In the **Rating** field, select **Yes** to acknowledge the mid-year conversation occurred.
 - In the **Answer** field, summarize the conversation talking points, especially any key action items that came out of the discussion.
5. Click **Next**.
6. Review the acknowledgement and click **Submit** which completes the process.



Team Members can view their completed performance reviews by navigating to their profile > click Performance > Performance Reviews.

The screenshot shows the BJS employee profile for Keith. The left sidebar contains navigation options: Summary, Job, Compensation, Time Off, Pay, Performance (highlighted), Career, Personal, and Contact. The main content area has tabs for Individual Goals, Archived Goals, Performance Reviews (highlighted), and Career Development Journeys. Below the tabs, a table displays completed performance reviews for Keith Galligano (252577).

Review	Review Period	
	Start Date	End Date
2021 Mid Year Conversation: Keith Galligano (252577)	08/01/2021	08/31/2021
2021 Employee Review Template: Keith Galligano (252577)	04/04/2021	04/04/2021
2020 Employee Review Template: Keith Galligano (252577)	03/29/2020	03/29/2020
2019 Employee Review Template: Keith Galligano (252577)	03/31/2019	03/31/2019
2018 Employee Review Template: Keith Galligano (252577)	04/01/2018	04/01/2018