

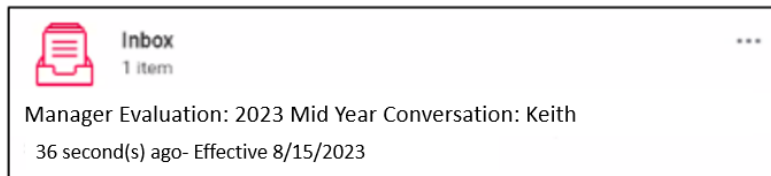
## Mid-Year Conversations

All CSC Team Members and certain Field Team Members (*Assistant Club Managers and up and DC Managers 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

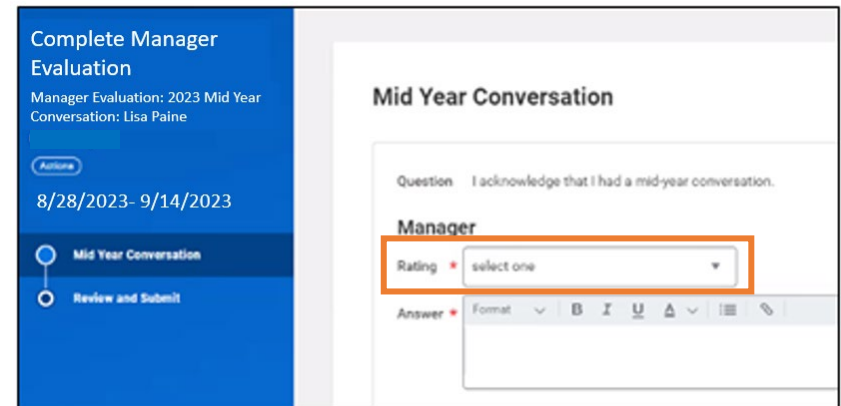
From your Workday inbox:

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



2. Click **Get Started**.

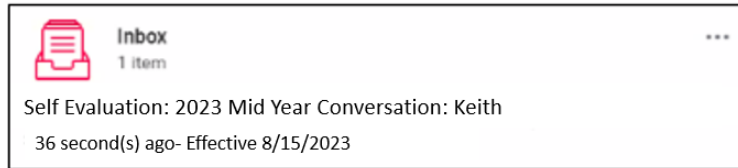
3. In the **Rating** field, select **Yes** to acknowledge the mid-year conversation occurred.



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.
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.

