Manager / Team Member

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 midyear conversation occurred.

Complete Manager Evaluation Manager Evaluation: 2023 Mid Year Conversation: Lisa Paine	Mid Year Conversation		
8/28/2023- 9/14/2023	Question I acknowledge that I had a mid-year conversation.		
Mid Year Conversation	Rating * select one *		
O Review and Submit	Answer ★ Format ∨ B I U Δ ∨ I III %		

- 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.



Talent and Performance: Mid-Year Conversations

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Manager / Team Member

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 midyear 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.

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

	4-4 4	Individual Goals Archived Goals	Performan	ce Reviews	Career Development Journeys		
	Keith	Completed 7 items					
				Review Period			
		Review		Start Date	End Date		
	2023 Mid Year Conversation: Ke	eith	01/30/2022	01/28/2023			
	Email Team	2022 Employee Review: Keith		02/01/2022	08/01/2022		
		2021 Employee Review: Keith		01/31/2021	01/29/2022		
88	Summary	2020 Employee Review: Keith		03/01/2021	09/30/2021		
B	Job						
•	Compensation						
ē	Absence						
ß	Рау						
i.	Performance						
0	Career						
٤	Personal						
	Contact						

