Mid-Year Check-in

Manager & Employee

Business Process Summary

- The Mid-Year Check-in is an opportunity to meet with and review your employee’s Goals, and ensure that they are on track
- Confirm the following:
  - Does your employee have Goals entered into Workday?
  - Are they the right Goals?
  - Do the Goals need to be revised?
  - Does your employee have any questions or concerns with completing their Goals by the confirmed due date?
  - Are your employees demonstrating the CLEAR Values? If not, what can they do to improve their behavior?
- The most important part of the Mid-Year Check-in is to have a conversation with your employee regarding their performance progress to date
- After the conversation, ask your employee to go into their Workday Inbox and acknowledge the “To Do” action that the conversation has taken place

Manager Actions:

Note: Managers will not have an Action in Workday.

Employee Action

1. After you and your manager have had the Mid-Year Check-in conversation, go to your Workday Inbox
2. From the Actions list, select the “To Do” - Acknowledge Mid-Year Performance Conversation. The “To Do” opens on the right

Complete To Do

Acknowledge Mid-Year Performance Conversation

29 second(s) ago - Effective 09/30/2017
For
Overall Process: FY18 Mid-Year Performance Progress Check:
Overall Status: In Progress
Instructions: Submit this action to confirm that you and your manager have had your Mid-Year Performance conversation

3. The comment box is for Business Process comments only. This is NOT the location to put Mid-Year remarks. These comments would only be visible to yourself in your Process History. A comment is not required
4. Click Submit acknowledging the conversation took place

Note: This document addresses the DXC global process. There may be regional variations. If you have questions as you progress through this process, please reach out to HRConnect (ES), or contact your local HR representative.