

Workday's Approach to Talent

In Workday, there will be many benefits to the talent process. See below for an overview of some of the upcoming changes.

What's Changing?

- **Performance Reviews** – Currently, each school has a different process for performance reviews. The current performance review process at each institution is completed through mostly a paper process.
 - With Workday, there will be a standardized process for performance reviews. This includes performance review templates for managers and employees at each institution.
 - Steps in the performance review process may vary by institution; and performance review templates can change yearly if necessary. Contingent workers (seasonal/temporary) performance reviews will be handled outside of Workday.
- **Annual Review Templates** – With Workday, an annual review template will be created for executives to complete the performance review process. A probation period review template will also be available in Workday for employees who must complete a review after their probation period (usually new hires).
- **Manager Review (Employee Performance Review)** - With Workday, once an employee's manager reviews the employee's performance review, the Manager will complete their review and the Manager's review will be sent to their Manager (or appropriate HR representative) for final review and approval.
- **Performance Improvement Plan** – Currently, each school has their own paper-based performance improvement plan process.
 - With Workday, employees will have a streamlined electronic process to access information through Workday reports and a standardized review process for performance improvement plans.
- **Disciplinary Action:**
 - With Workday, the process will be streamlined electronically.
 - There will be one standardized process for disciplinary actions and performance reviews across the Consortium in Workday.
 - Like performance reviews, the disciplinary actions process for contingent workers (seasonal/temporary) will be handled outside of Workday.
- **Removal of Disciplinary Action in Workday** – Currently, there is no process for removing a documented disciplinary action for an employee.
 - With Workday, each institution will have the option to remove/rescind disciplinary actions after a select period of time.
 - In Workday, each institution will have their own specific variances for

the removal and/or approval for removal process.

- **BSU – Degree Tracking in Workday** - Currently, BSU does not track the universities their employees obtained degrees from. BSU only checks if an employee has received a degree.
 - With Workday, the university an employee received their degree from is considered required Education data if adding a degree.
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