



Talent & Performance Working Group

August 8, 2024

Attendance:

Chapa, Jessica
Flores-Nevarez, Tina
Foster, Joni
Gray, Tisha
Lennerton, Jessica

McNair, Becky
Michalak, Alicia
Pitt, Warren
Purget, Rebekah
Ramirez, Jody

Thompson, Tammi
Watson-Mendoza, Johnny
Williams, Patricia
Young, Pam

1. Review Open Action Items

- All FY 24 Performance Review launches have been completed.
- Reminder: we need at least two weeks notice to launch performance reviews if no changes are needed. We need longer if changes are desired (preference for any major revisions is 2 months or longer).

2. Discussion:

- Suggestion to add a direct link for Manager's to TrainTraq from their employees Performance Reviews in Workday on the Certification Question section.
 - Vote: 8 yes / 0 no
 - Can the question be changed or a separate question added to ask "was the employee past due at any point during the year"?
 - We will research this possibility.
- Discussion for any issues with terminology from Performance Reviews from this review cycle. Any areas where users struggled to complete their Performance Reviews?
 - Performance reviews appear to have gone smoothly.
- Discussion regarding errors when trying to archive Goals in Workday and what to do to resolve them.
 - Can these common errors be mentioned in the job aid?
 - We will coordinate with the Training & Education team about possibly updating the job aid to include this information.
- Other discussion?

3. Next Steps and Action Items

All: Next meeting October 10, 2024