

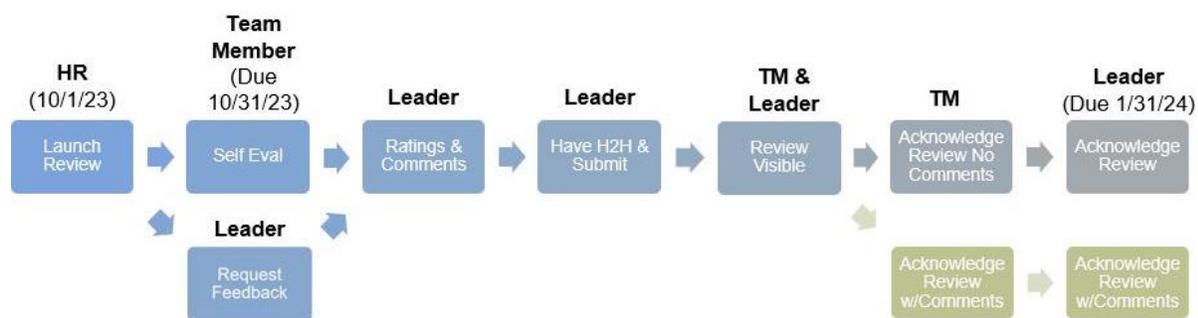
2023 Performance Snapshot

Frequently Asked Questions for employed physicians and physician leaders

What is the Performance Snapshot and how will it affect employed physicians?
On Sunday, Oct. 1, human resources will launch the Performance Snapshot process in Workday throughout Corewell Health. As the Performance Snapshot process provides valuable feedback, all employed physicians at Corewell Health will be required to participate.

This process will occur over the next few months, beginning with the self-evaluation step in October.

2023 Annual Performance Snapshot Steps



Where can I learn more about the 2023 Performance Snapshot process?

Review the [Performance and Development Overview article](#).

When is the first task due for the 2023 Performance Snapshot?

On Monday, Oct. 2, all employed physicians will receive an email alert notifying them that self-evaluations are now live in Workday and must be completed by Tuesday, Oct. 31.

What are the performance category options?

- **Strong Performance:** Has met all and potentially exceeded some expectations with respect to agreed upon goals. Work has resulted in acceptable positive impact to the organization. Results are consistent with expectations of role.
- **Exceeds Expectations:** Has consistently exceeded expectations with respect to agreed upon goals. Work has resulted in a significant positive impact to the organization. Achieves results above the level expected in their role.

- **Improvement Opportunity:** Performance has fallen below expectations with respect to agreed upon goals. Work has not demonstrated a consistent, positive impact to the organization. Requires constant coaching, guidance and monitoring to achieve results.

What happens if self-evaluations are not completed by Oct. 31?

On Wednesday, Nov. 1, incomplete self-evaluations will automatically advance in Workday to leaders.

What will happen after Oct. 31?

After Oct. 31, the next portion of the [annual Performance Snapshot process](#) will go live, which includes leader ratings for team members. Leaders are required to hold performance conversations with team members to discuss their performance ratings by Jan. 31, 2024.

Where can I learn more about how to use Workday?

Visit the [Workday resource page](#) on the [provider website \(providers.beaumont.org\)](#). You can also find more information on how to complete this process in Workday by visiting the Resource Guide.

How long will the self-evaluation process take?

Depending on the amount of detail included, it can take as little as 5-10 minutes or up to 40 minutes to complete a self-evaluation.

For Physician Leaders

In Workday, I see physician attributed to me who are not my direct reports and should not reside in my supervisory organization in Workday. How do I correct my hierarchy in Workday?

Review the step-by-step instructions in these articles:

- [Workday; Move, Promote or Changes Jobs](#)
- [Guiding principles for Workday position and supervisory organization management](#)
- [Managing your team positions in Workday](#)

Note: As part of the workflow, you will need to enter the name of the leader who the team member should report to organizationally. For additional assistance, reach out to your HR navigator.

How do I delegate performance process tasks to other leaders?

Review the step-by-step instructions in the [Workday: Manage Delegations article](#).

Are there limits to how many of each rating I can give?

No, there are no limits on rating categories. Be sure you've documented the reasons for the overall ratings: The what (results/impact) and the how (behaviors/values).

Please note: Exceeds Expectations should only be given to the highest performers.

How will I know who has completed the Snapshot process?

Self-service dashboards and reports are available in Workday. To add the dashboard to your homepage, follow the direction in the [Workday: Adding the Performance Snapshot Dashboard to a Leader's Home Page](#) article.

Are residents and fellows included in the Snapshot process?

No, residents and fellows are not included.

Will there be any training to learn more about this process?

Yes, two Lunch and Learns for leaders were offered. [Watch the recording](#) to learn more about the process.

For additional information, review the [Performance and Development Overview](#) article, as well as the [Leader Guide: Performance and Development Overview \(for leaders\)](#) article. For performance snapshot technical support, [contact the HR Support Center](#).