As we have been communicating, Brandeis is implementing the Talent Advancement Program (TAP) for staff. TAP is a positive step forward in our commitment to foster a culture of engagement and to support staff professional development and career growth at Brandeis. At the core of TAP will be a robust, continuous and collaborative performance management process between staff and managers with a focus on frequent and ongoing development conversations, supported by an automated mid-year and annual review.

Training for staff and managers is underway and, at this point in the TAP implementation, we want to provide more specific information on the required mid-year review, available in Workday starting November 14, 2022. Below you will find more information including mid-year review requirements, training, timing and resources.

Important Changes

- **Overall requirements:**
  - All staff and managers who supervise non-union staff and library staff are required to complete a mid-year review.
  - All mid-year reviews must be entered in Workday.
    - Staff must complete a self-evaluation in Workday.
    - Managers, including faculty managers who supervise non-union and library staff, must complete a manager’s review in Workday.
      - **Performance status:** Managers will provide a recommended performance status of **On-Track** or **Not-On-Track** in the manager’s review process, and communicate their recommendation and feedback with staff.

- **Training:**
  - Manager and Staff virtual training is available through Jan. 2023. [Click here to register.](#)
  - Computer-based training and job aids for Workday are available now on the [TAP website](#).
  - Recorded training sessions will be available on the TAP website.

Action Items

- **Managers:** Please register and attend both the manager and staff training sessions and watch for the upcoming computer-based training as you are required to complete your self-assessment and your staff’s mid-year review.
- **Staff:** Please register and attend a staff training session and watch the upcoming computer-based training. Complete your self-evaluation in Workday.
- **Review the mid-year review timeline below:**
  - November 14, 2022: Workday opens for mid-year reviews. Watch for Workday notifications to complete your self-evaluation.
  - January 13, 2023: Workday closes for the mid-year review process. **All mid-year reviews must be completed in Workday.**

More information

- Please visit and bookmark the [TAP website](#) to learn more about the performance review process and support resources.
- Contact the following HR Business Partners and Talent Management Team members with questions:
  - Liz Tierney etierney@brandeis.edu
  - Suzanne Albright suzannealbright@brandeis.edu
  - Katharine Colanton kcolanton@brandeis.edu
  - Leila Connolly leilaconnolly@brandeis.edu
  - Lisa Vigliotta lisavigliotta@brandeis.edu