

Dear colleagues,

We are pleased to announce that the implementation of Brandeis' Talent Advancement Program (TAP) is underway. This 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 development conversations, supported by a Workday automated mid-year and annual review.

In the past, performance management for staff was administered manually and the process was not widely adopted or applied consistently across departments/schools. With TAP, this process will be automated and streamlined to create a standardized and consistent process for continuous performance dialogues and staff development.

Through TAP, managers and staff will:

- Have regular and ongoing check in meetings to discuss and resolve day-to-day work and track development progress throughout the year; Participate in a mid-year and annual review to assess performance and document development progress;
- Align and integrate performance with compensation changes;
- Leverage Workday to document reviews, performance progress and compensation actions.

Who will be impacted by TAP:

- All staff who are not part of the union
- All faculty and staff managers supervising non-union staff

How will TAP be implemented:

TAP will be implemented in multiple phases, so that you can have sufficient time to learn about the new process:

Phase 1: November 2022: launch of staff mid-year performance review (goal setting optional);

Phase 2: April 2023: launch of staff year-end performance review and SMART goal setting;

Phase 3: Spring of 2023: launch of integrated performance review with merit process.

In the coming weeks, please watch for additional information to help you learn more about the program. This will include invitations to upcoming information sessions, learning and support resources, and training opportunities.

If you have any initial questions before the next communication, please feel free to contact your HR business partners or Talent Development team listed below:

[Liz Tierney](#)

[Suzanne Albright](#)

[Katharine Colanton](#)

[Leila Connolly](#)

[Lisa Vigliotta](#)