

From: Office of Human Resources <humanresources@brandeis.edu>

Date: Mon, Oct 24, 2022 at 2:19 PM

Subject: TAP -Talent Advancement Program Update

To:

Cc: Robin Switzer <robinswitzer@brandeis.edu>

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

Brandeis Human Resources
Bernstein-Marcus Administration Center
Phone: 781-736-4474
Fax: 781-736-4466

This e-mail (including any attachments) may contain privileged or confidential information. It is intended only for the addressee(s) indicated above. The sender does not waive any of its rights, privileges or other protections respecting this information. Any distribution, copying or other use of this e-mail or the information it contains, by other than an intended recipient, is not sanctioned and is prohibited. If you received this e-mail in error, please delete it and advise the sender (by return e-mail or otherwise) immediately.