

Employed Physician & Physician Leader 2023 Annual Performance Snapshot Resource Guide

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.

Throughout the process, Workday notifications of “to do” items will be sent via email to all team members, employed physicians, leaders and physician leaders.

Key dates to know:

- **Required team member and employed physician self-evaluation:** Launches on Sunday, Oct. 1 and is due Tuesday, Oct. 31
 - On Wednesday, Nov. 1, incomplete self-evaluations will automatically advance in Workday to leaders.
- **Performance Snapshot deadline is Wednesday, Jan. 31:** Physician leaders have nearly three months to enter ratings and comments, hold performance conversations with employed physicians and have both parties acknowledge that conversations were held.

Resources and helpful tips:

- [Performance Snapshot process lunch and learn recording for leaders](#)
- General information about Workday for physicians: [Workday resource page](#)
- Annual Performance Snapshot key articles:
 - [Performance and Development Overview](#)
 - [For leaders: Performance and Development Overview](#)
- Correcting hierarchy in Workday: [Workday: Move, Promote or Change Jobs article](#), [Guiding principles for Workday position and supervisory organization management](#) and [Managing your team positions in Workday](#) (For additional assistance, contact your HR navigator.)
- Delegating performance process tasks to other leaders: [Workday: Manage Delegations article](#)
- Incomplete employed physician self-evaluations will be sent to physician leaders on Wednesday, Nov. 1. Physician leaders may send it back to the employed physician for completion using [this user guide](#).
- The performance snapshot dashboard can be added to leader’s Workday home page using [this user guide](#).
- Physician leaders can [create a filter](#) to minimize the number of performance snapshot notifications in their Workday inbox.