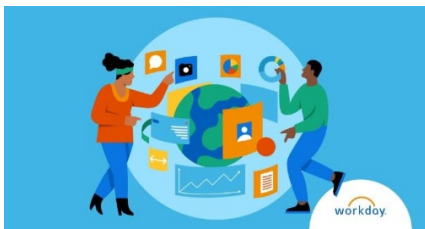


Destination Workday Newsletter | April & May 2026

Moving Milwaukee Forward

Welcome to the official Destination Workday: Moving Milwaukee Forward newsletter. The April and May 2026 edition provides further information regarding Train the Trainer, and Workday Performance—including a related crossword puzzle and terminology table.

Train the Trainer: Readiness



Over the past few months, we've built strong momentum around the City of Milwaukee's Workday Train the Trainer (TTT) program—from recruiting in December and January to the well-attended Information Session in February. In March, the momentum continued with the Train the Trainer Kickoff session. 75 engaged participants attended marking an important milestone as we officially launch the program.

The Kickoff session built upon the program details from our earlier sessions and aligned trainers on what to expect next. During the meeting, we covered:

- Workday Program Overview
- Train the Trainer Overview
- Trainer Schedule
- Roles and Expectations
- Preparing to Become a Trainer
- Tools, Resources & Support

With the Kickoff complete, trainers will now begin focusing on pre-learning activities to prepare for the Trainer Workshops scheduled for the week of April 27th. These activities are designed to help trainers build confidence, develop familiarity with Workday concepts, and feel ready to participate in the upcoming workshops.

If you're interested in becoming a trainer—or would like to recommend a colleague—there is still time to get engaged. Please reach out to Hakimah Terry at Hakimah.Terry@milwaukee.gov if you would like to learn more about participating in the Train the Trainer program.

Thank you to everyone who has contributed so far. Together, we're building a strong foundation for consistent, effective Workday training across the City—and we look forward to continuing the momentum.

Workday Performance



Workday Performance brings priorities, feedback, and reflections together in one place to support consistent, transparent performance conversations City-wide. Employees and managers use Workday to set priorities, capture ongoing feedback, reflect on progress, and support meaningful performance and talent discussions throughout the year.

The Workday Performance process is designed to build upon how performance conversations already happen. Workday will implement a streamlined, trackable approach. Employees and managers work together to establish priorities, share feedback along the way, and reflect on outcomes, establishing a partnership of progress and impact. Performance evaluations are completed in Workday and supported by documented priorities, feedback, and reflections.

By replacing paper forms and disconnected documentation, Workday Performance creates a more accessible and efficient experience designed to ensure performance discussions are aligned, informed, and consistent city-wide.

What Makes Workday Performance Different?

Workday introduces a more dynamic and ongoing approach to performance through three key elements:

- **Priorities:** Clearly define goals and track your impact throughout the performance cycle
- **Feedback:** Share and receive real-time input from managers and peers to recognize strengths and achievements
- **Reflections:** Capture progress, outcomes, and key accomplishments to support meaningful conversations

A Streamlined, Transparent Process

The Workday Performance process is designed to be simple and collaborative. In a typical process flow, employees and managers may:

1. Discuss and set priorities together
2. Complete performance evaluations in Workday
3. Review and acknowledge evaluations collaboratively
4. Meet to discuss outcomes and next steps
5. Finalize results in the system

This structured yet flexible process ensures clarity, consistency, and alignment across the organization. *(continued)*

Key Dates & Timeline

Week of April 27, 2026 – Scheduled Trainer Workshops

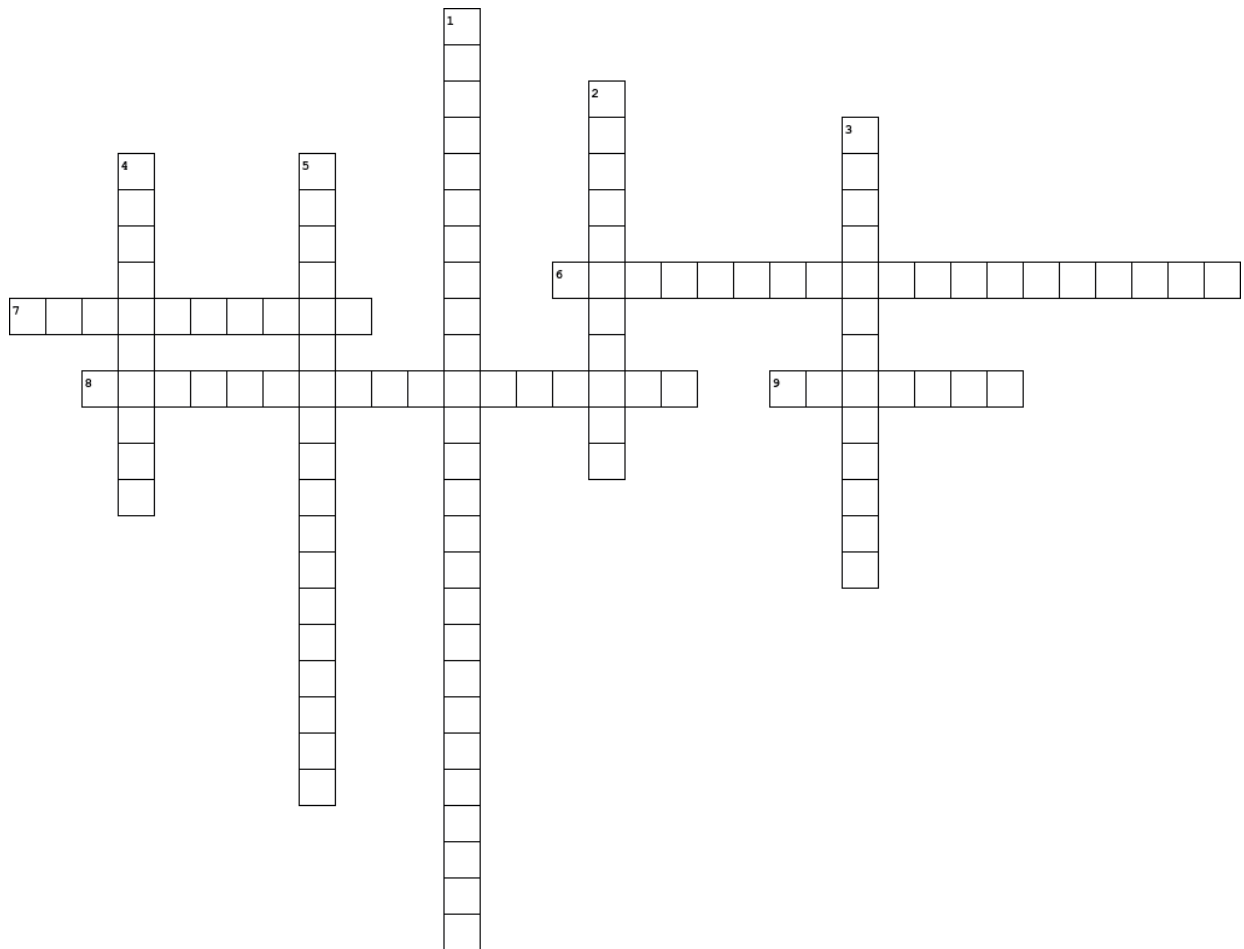
September 2026 – Workday Finance, Payroll, and HR go-live for the City of Milwaukee

What This Means for You

With Workday Performance, you can expect:

- **Greater clarity** around goals and expectations
- **More frequent feedback** to support your growth and success
- **Improved transparency** in how performance is evaluated
- **Easier access** to your performance information anytime

Workday Performance Crossword Puzzle



Across

- A searchable, resume-like profile containing skills, education, and job history.
- A grouping of employees for tracking high-potential talent and succession planning.
- The final evaluation score (e.g., "Meeting Expectations"), used to rank performance.
- A collaborative, ongoing tool for discussions between managers and employees.

Down

- A structured plan used to address performance issues.
- A process ensuring consistent rating standards across different managers and teams.
- Specific, measurable targets set within Workday that are linked to employee performance.
- Defined skills or behaviors required for a job, used to measure performance.
- An evaluation process for reviewing employee goals, competencies, and achievements.

Workday Performance Terminology

Calibration: A process ensuring consistent rating standards across different managers and teams.

Check-in: A collaborative, ongoing tool for discussions between managers and employees.

Competency: Defined skills or behaviors required for a job, used to measure performance.

Goal/Objective: Specific, measurable targets set within Workday that are linked to employee performance.

Performance Improvement Plan (PIP): A structured plan used to address performance issues.

Performance Rating: The final evaluation score (e.g., "Meeting Expectations"), used to rank performance.

Performance Review: An evaluation process for reviewing employee goals, competencies, and achievements.

Professional Profile: A searchable, resume-like profile containing skills, education, and job history.

Talent Pool: A grouping of employees for tracking high-potential talent and succession planning.

