

Fairview

Alternate Reviewer 30- and 90-Day Check-In

What is an Alternate Reviewer?

The Alternate Reviewer process is an **optional** function in Talent*Connect*, allowing leaders to collaborate with other leaders to complete a new hire's 30 and/or 90-day form.

LEADER: Assign an Alternate Reviewer

1. Log into [TalentConnect](#) and go the 'Performance' page
2. Click on the form to open
 - Note: 30- and 90-day forms are titled: 'Managers Planning Tool First 30 [90] Days Checklist for [Employee Name]'
3. In the Route Map section, click on 'Actions' and select 'Send to Alternate Reviewer'
4. In the pop-up window:
 - Enter the reviewer's name in the search box
 - Click 'Select' to route the form to the Alternate Reviewer
 - On the next screen, verify and click 'Send'

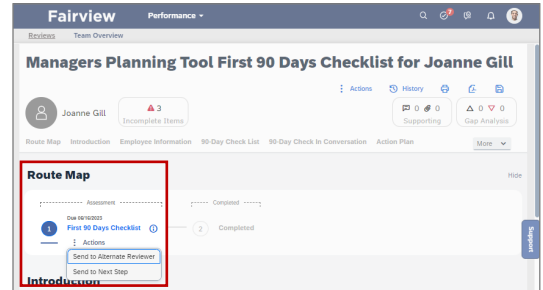


Figure 1: In the form, add an alternate reviewer by clicking on 'Actions' under Route Map.

① **The Alternate Reviewer will receive an email notification that the form is in their inbox in TalentConnect.**

ALTERNATE REVIEWER: Complete the Form

5. In Talent*Connect*, go the 'Performance' page and click on the form to start
6. Complete the form (required sections are denoted by a **red asterisk ***):
 - Add notes to leader and team member actions
 - Check the box under the Leader Acknowledgement section
 - Click 'Finalize Form'
7. On the next screen, click the button: 'Send to [Leader Name]'

① **Leader will receive an email notification when the Alternate Reviewer finalizes the form.**

LEADER: Mark the Form as Complete

8. Log into [TalentConnect](#) and go the 'Performance' page
9. Click on the form to open
 - a. Review the alternate reviewer's comments and add additional comments as desired
 - b. Click 'Finalize Form' located at the bottom of the form
10. On the confirmation screen, click: 'Send to Next Step'

① **IMPORTANT:** As the direct leader, you are responsible to finalize the form after the alternate reviewer has completed it. The form must be finalized by the deadline, otherwise it will be deleted and not be marked as complete!