

Performance Management

Using Talent *Connect* for Performance Reviews

Talent Connect Process Guides for Performance Reviews – Written For Team Members

Purpose

Use this document to help you navigate the steps for performance reviews in Talent Connect.

For an Interactive Guide allowing you to see guided video and try these steps yourself, visit the [Interactive Technical User Guide for Team Members](#).

Table of Contents

Contents

[Access Review Forms in Talent Connect](#)

[Complete a Self-Appraisal](#)

[360 Development Feedback](#)

[Acknowledge Your 1:1 Meeting & Review](#)

[Enter Goals in Talent Connect](#)

Performance Management

Using Talent *Connect* for Performance Reviews

Access Review Forms in Talent Connect

Purpose

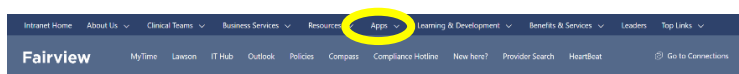
Use this document to help you navigate the steps to accessing performance review forms in Talent Connect.

Contents

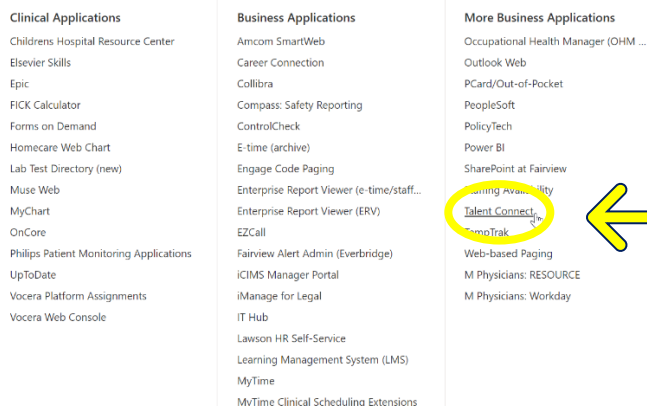
[Access Performance Forms in Talent Connect](#)

Access Performance Forms in Talent Connect

1. From the Intranet home page, go to the **Applications** tab.

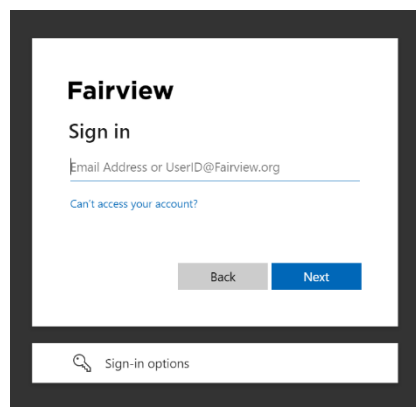


2. Select, “**Talent Connect.**”



3. **Sign in**, if required.

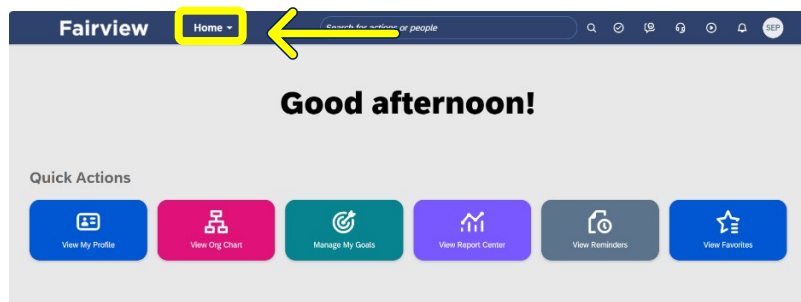
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



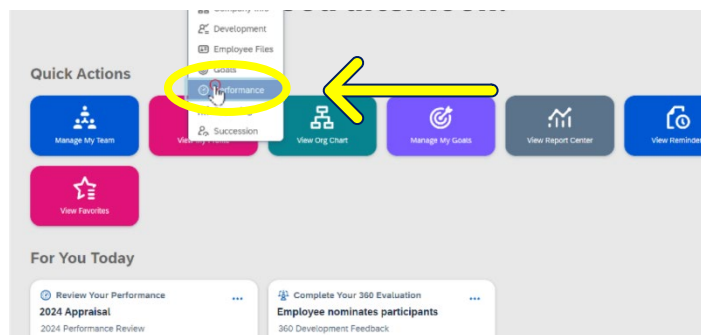
Performance Management

Using Talent *Connect* for Performance Reviews

4. Select the **“Home,”** drop down menu on the home page.



5. Select **“Performance.”**



Performance Management

Using Talent *Connect* for Performance Reviews

Complete a Self-Appraisal Purpose

Use this document to help you fill out a self-appraisal form.

Contents

[Access Your Self-Appraisal in Talent Connect](#)

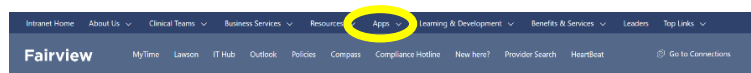
[Enter Comments in the Self-Appraisal](#)

[Use the Writing Assistant in the Self-Appraisal Form](#)

[Save and Close the Self-Appraisal Form](#)

Access Your Self-Appraisal in Talent Connect

1. From the Intranet home page, go to the **Applications** tab.



2. Select, “**Talent Connect.**”

Clinical Applications

Childrens Hospital Resource Center
Elsevier Skills
Epic
FICK Calculator
Forms on Demand
Homecare Web Chart
Lab Test Directory (new)
Muse Web
MyChart
OnCore
Philips Patient Monitoring Applications
UpToDate
Vocera Platform Assignments
Vocera Web Console

Business Applications

Amcom SmartWeb
Career Connection
Collibra
Compass: Safety Reporting
ControlCheck
E-time (archive)
Engage Code Paging
Enterprise Report Viewer (e-time/staff...
Enterprise Report Viewer (ERV)
EZCall
Fairview Alert Admin (Everbridge)
iCIMS Manager Portal
iManage for Legal
IT Hub
Lawson HR Self-Service
Learning Management System (LMS)
MyTime
MyTime Clinical Scheduling Extensions

More Business Applications

Occupational Health Manager (OHM ...
Outlook Web
PCard/Out-of-Pocket
PeopleSoft
PolicyTech
Power BI
SharePoint at Fairview
Training Availability
Talent Connect
TempTrak
Web-based Paging
M Physicians: RESOURCE
M Physicians: Workday

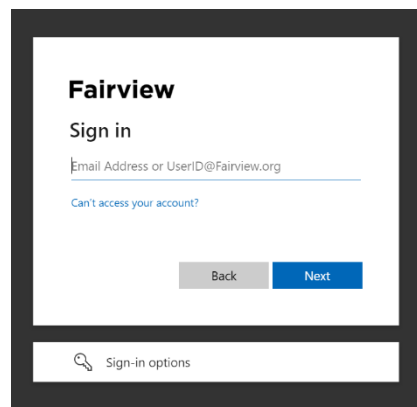


Performance Management

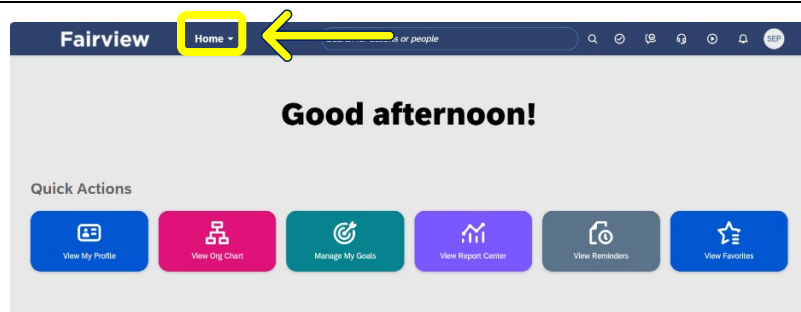
Using Talent *Connect* for Performance Reviews

3. Sign in, if required.

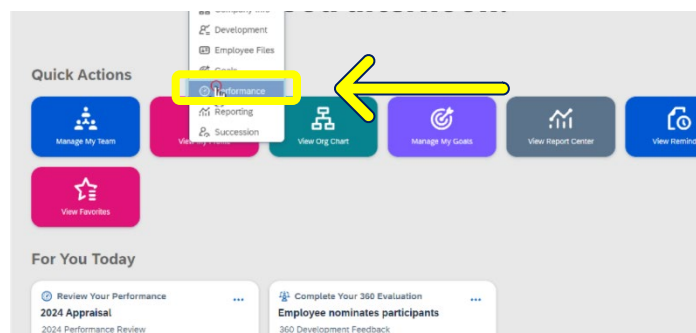
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



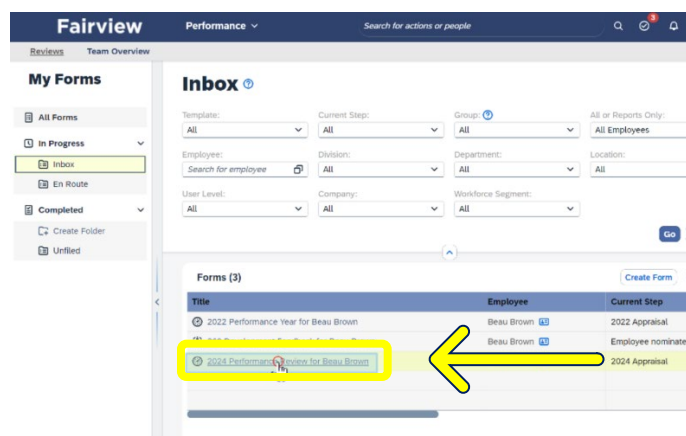
4. Select the "Home," drop down menu.



5. Select "Performance."



6. Select the Performance Review labeled with your name.



Performance Management

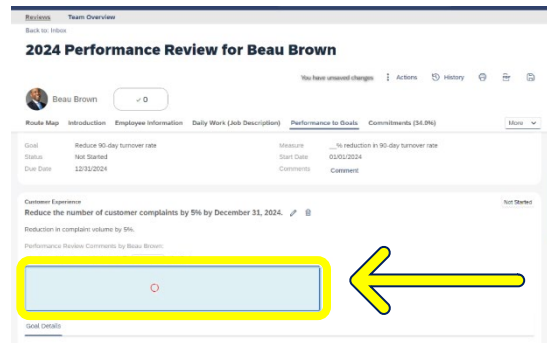
Using Talent *Connect* for Performance Reviews

Enter Comments in the Self-Appraisal

1. Enter comments about your Daily Work, Performance to Goals, and application of the Fairview Commitments in the text boxes



2. You will respond to each goal separately.



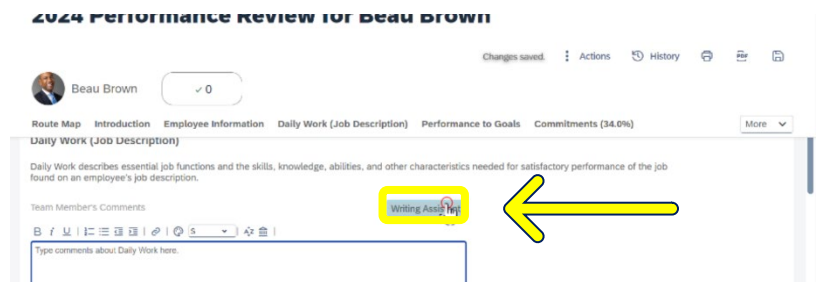
Performance Management

Using Talent *Connect* for Performance Reviews

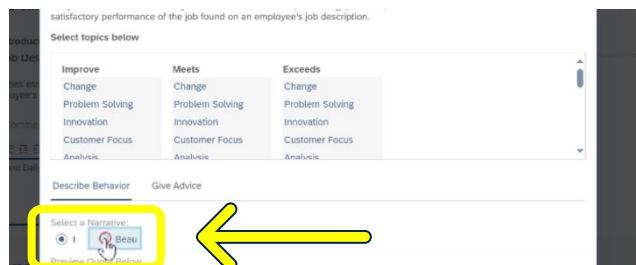
Use the Writing Assistant in the Self-Appraisal

The Writing Assistant can add pre-written comments in the Daily Work and Commitments sections of your self-appraisal.

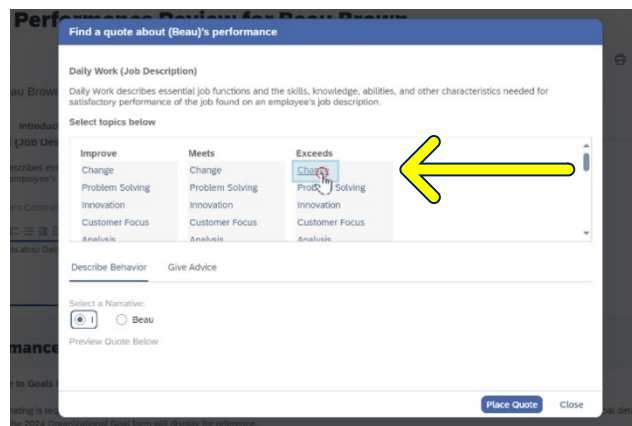
1. Select the, “**Writing Assistant**,” button above the comment box.



2. **Choose the name** you would like used for the statements the Writing Assistant generates.



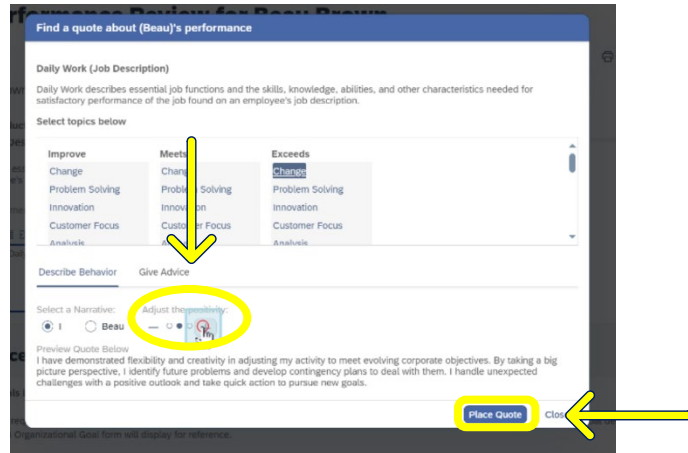
3. **Select a topic** you wish to comment on from the column related to your work around the topic: Improve, Meets (Expectations), or Exceeds (Expectations).



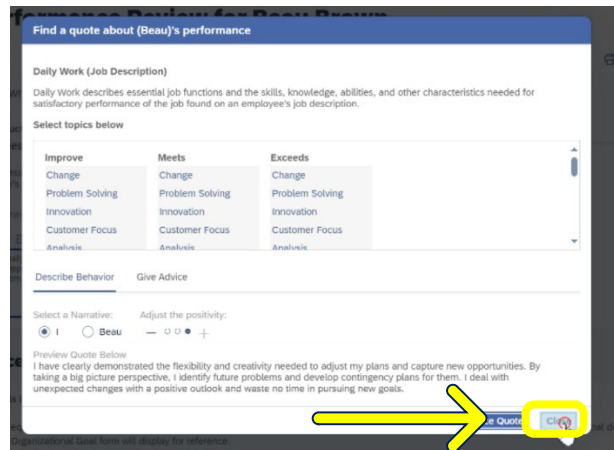
Performance Management

Using Talent *Connect* for Performance Reviews

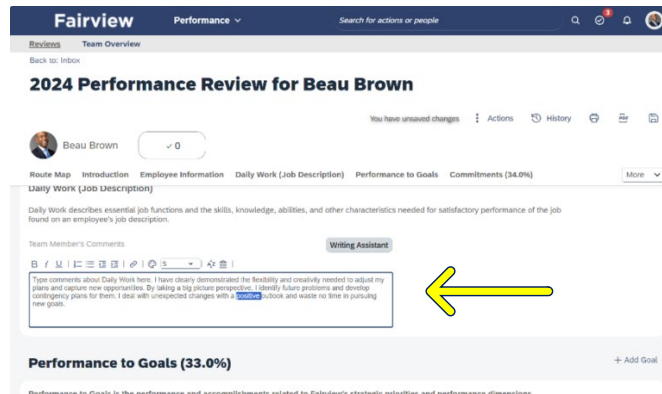
4. **Adjust the positivity**, if desired, by selecting the plus or minus icons.
5. Click, **“Place Quote.”**



6. Select **“Close,”** at the bottom of the screen.



7. Review and **edit** the statement.

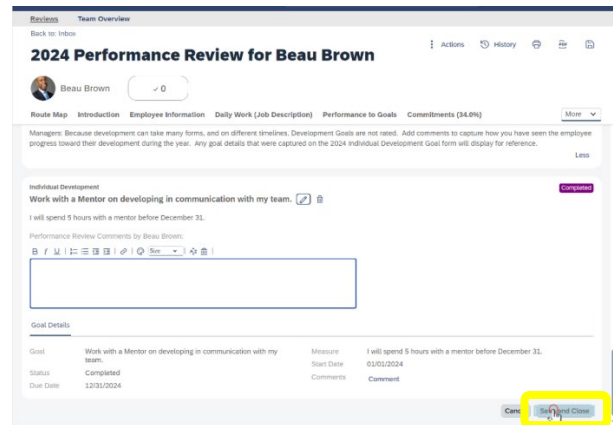


Performance Management

Using Talent *Connect* for Performance Reviews

Save and Close the Self-Appraisal Form

1. Select the **“Save and Close”** button at the bottom of the page.



Performance Management

Using Talent *Connect* for Performance Reviews

360 Development Feedback

Purpose

Use this document to help you create, work with, and access 360 Development Feedback Forms in Talent Connect.

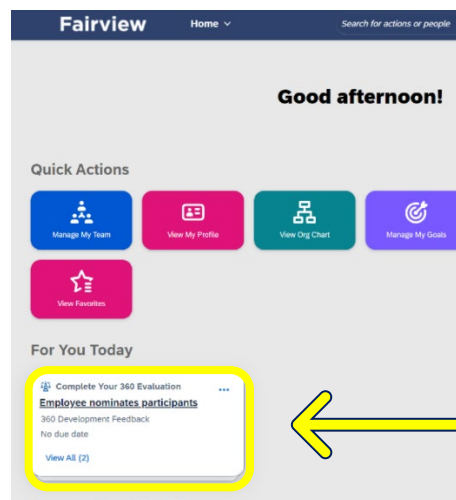
Contents

[Nominate Participants to Provide 360 Feedback](#)

[Provide Feedback for 360 Development Feedback](#)

Nominate Participants to Provide Feedback

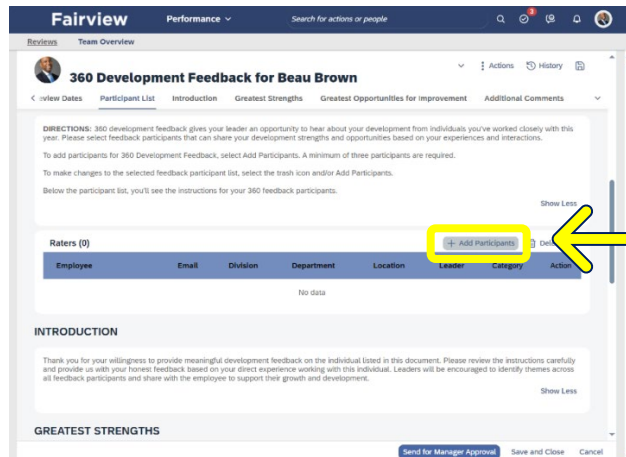
1. Select the Reminder tile **“Employee nominates participants”** on your home page.



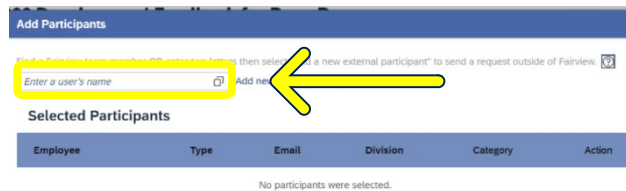
Performance Management

Using Talent *Connect* for Performance Reviews

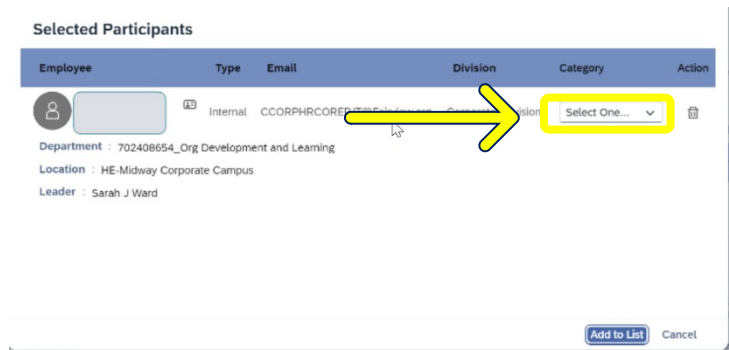
2. Click **“Add Participants,”** above the **“Raters”** bar.



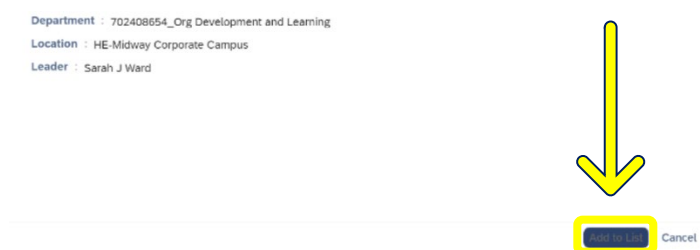
3. Enter a **user’s name.**



4. Select the **relationship** you have to the person you’re nominating to give feedback.



5. Click **“Add to List”** at the bottom of the pop-up.
6. **Repeat** for each participant.

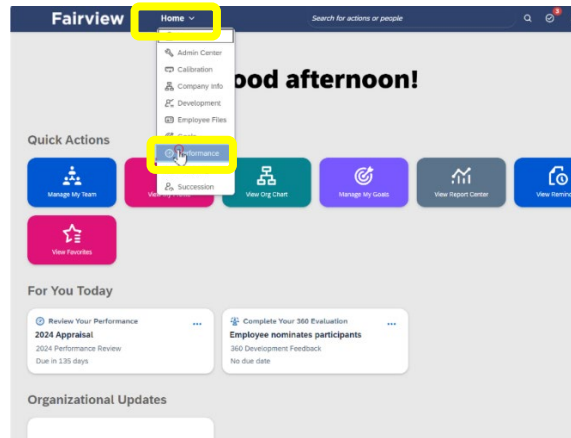


Performance Management

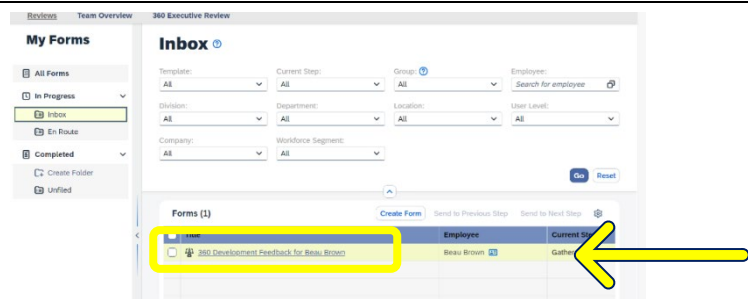
Using Talent *Connect* for Performance Reviews

Provide 360 Development Feedback

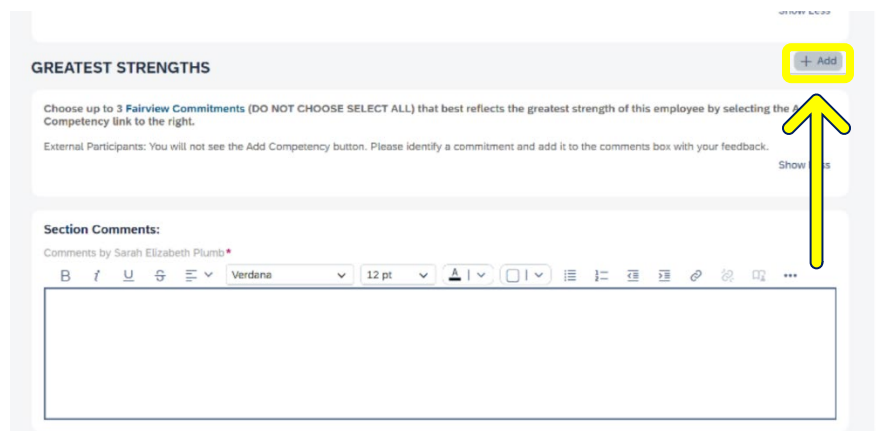
1. Go to your Performance Inbox by selecting the **“Home”** drop down menu and selecting **“Performance.”**



2. Select the 360 Form you wish to complete.



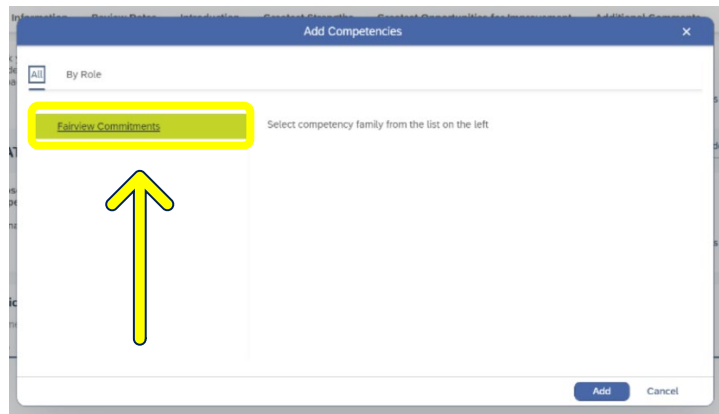
3. Select the **“Add”** button to choose Commitments that are strengths for the person you are giving feedback for.



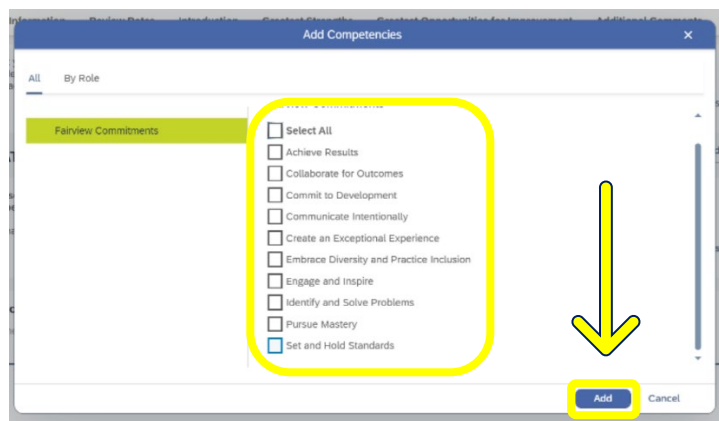
Performance Management

Using Talent *Connect* for Performance Reviews

4. Select “Fairview Commitments.”



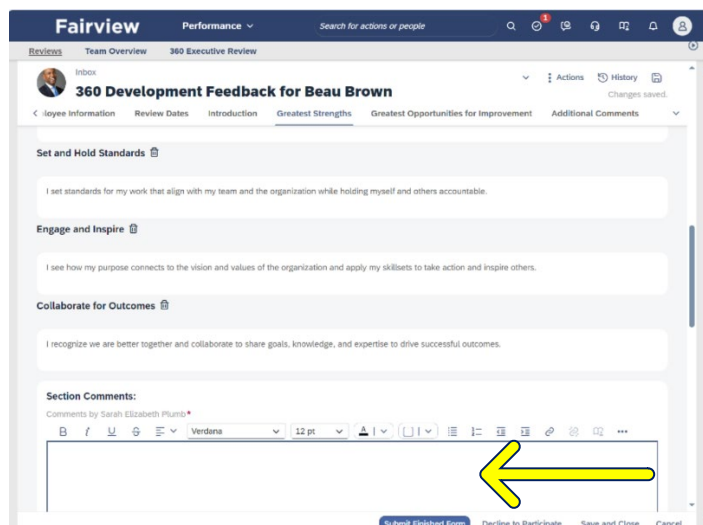
5. Choose three **Commitments** that are strengths for the person receiving feedback.
- Do not select “Select All.”
 - You can see the [Fairview Commitments](#) [here](#).



6. Select “Add.”

7. Add comments about the strengths of the person receiving feedback.

8. Repeat the process for **Areas of Opportunity** for the person receiving feedback.
- You will not be able to select the same Commitments as strengths and opportunities.

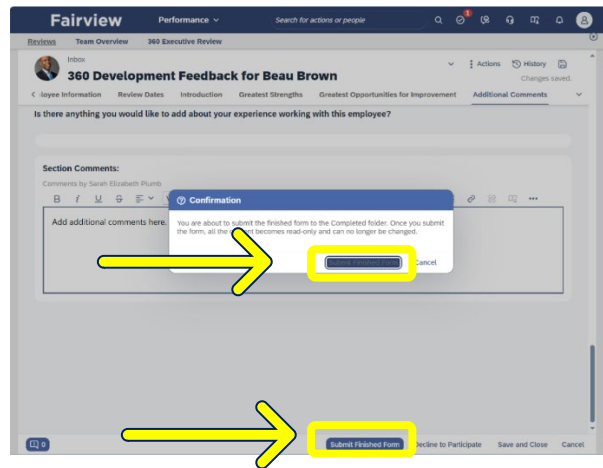


Performance Management

Using Talent *Connect* for Performance Reviews

9. **Submit** the finished form.

10. **Confirm.**



Performance Management

Using Talent *Connect* for Performance Reviews

Acknowledge the 1:1 Meeting and Review

Purpose

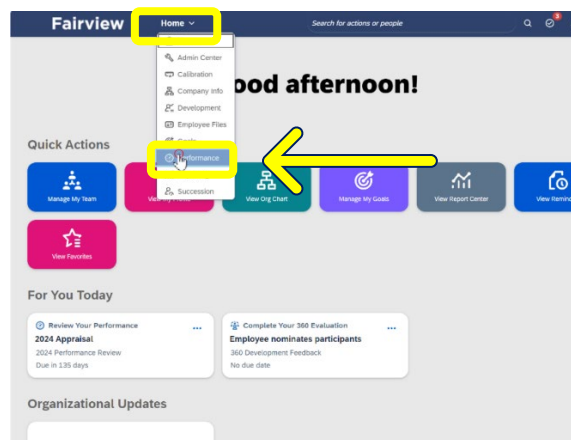
Use this document to help you acknowledge your 1:1 Meeting and Performance Review.

Contents

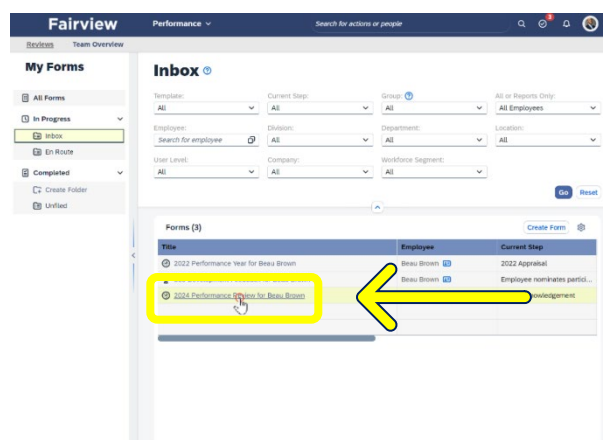
Acknowledge Your 1:1 Meeting & Performance Review

Acknowledge Your 1:1 Meeting & Performance Review

1. Go to your Performance Inbox by selecting the **“Home”** drop down menu and selecting **“Performance.”**



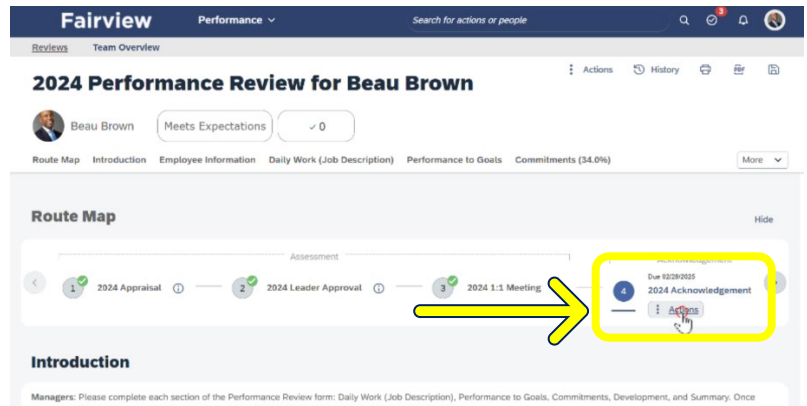
2. Select the performance review for the correct year labeled with **your name**.



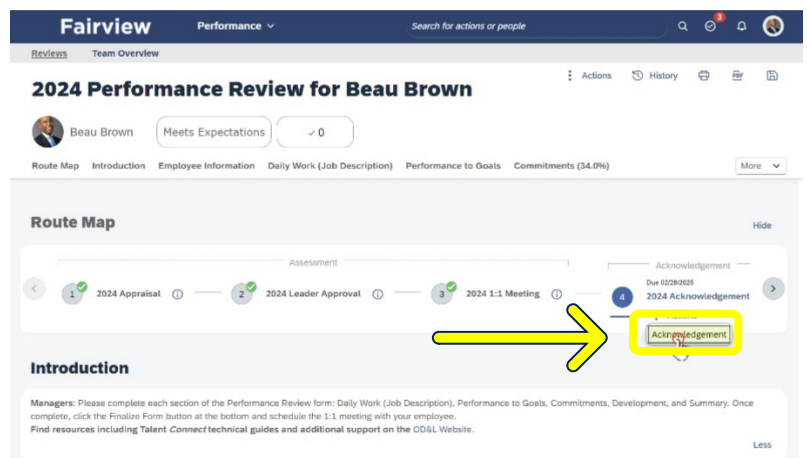
Performance Management

Using Talent *Connect* for Performance Reviews

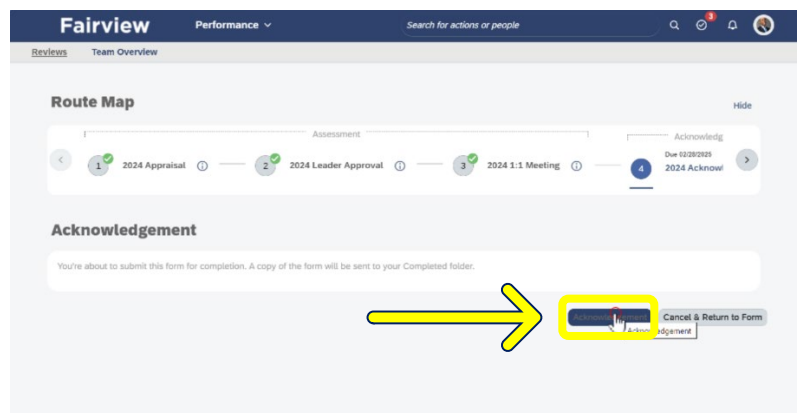
3. Select the **“Actions”** button under the fourth step in the Route Map at the top of the form.



4. Select **“Acknowledgement.”**



5. Confirm by selecting **“Acknowledgement”** again.



Performance Management

Using Talent *Connect* for Performance Reviews

Enter Goals in Talent Connect

Purpose

Use this document to help you navigate the steps to enter goals in Talent Connect.

Contents

[Access Goal Forms in Talent Connect](#)

[Set Organizational or Individual Development Goals](#)

[For Leaders: Cascade Goals](#)

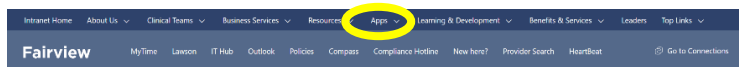
[Additional Resources](#)

Access Goal Forms in Talent Connect



Watch a 30-second video showing you how to [Access Goal Forms in Talent Connect](#).

6. From the Intranet home page, go to the **Applications** tab.



7. Select, "**Talent Connect.**"

Clinical Applications

- Childrens Hospital Resource Center
- Elsevier Skills
- Epic
- FICK Calculator
- Forms on Demand
- Homecare Web Chart
- Lab Test Directory (new)
- Muse Web
- MyChart
- OnCore
- Philips Patient Monitoring Applications
- UpToDate
- Vocera Platform Assignments
- Vocera Web Console

Business Applications

- Amcom SmartWeb
- Career Connection
- Collibra
- Compass: Safety Reporting
- ControlCheck
- E-time (archive)
- Engage Code Paging
- Enterprise Report Viewer (e-time/staff...
- Enterprise Report Viewer (ERV)
- EZCall
- Fairview Alert Admin (Everbridge)
- iCIMS Manager Portal
- iManage for Legal
- IT Hub
- Lawson HR Self-Service
- Learning Management System (LMS)
- MyTime
- MyTime Clinical Scheduling Extensions

More Business Applications

- Occupational Health Manager (OHM ...
- Outlook Web
- PCard/Out-of-Pocket
- PeopleSoft
- PolicyTech
- Power BI
- SharePoint at Fairview
- Training Availability
- Talent Connect**
- TomoTrak
- Web-based Paging
- M Physicians: RESOURCE
- M Physicians: Workday

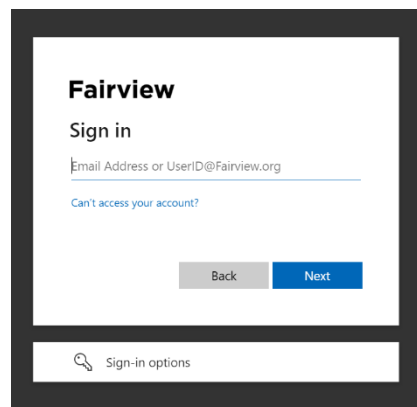


Performance Management

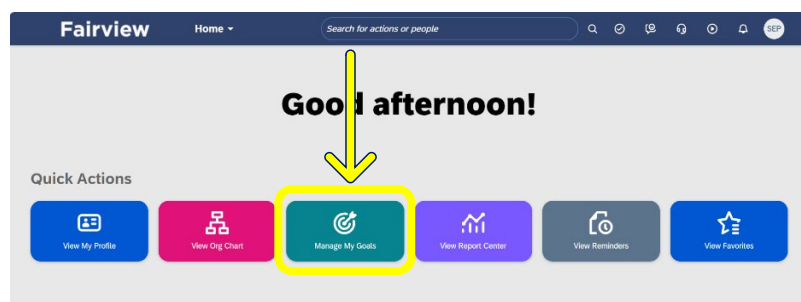
Using Talent *Connect* for Performance Reviews

8. Sign in, if required.

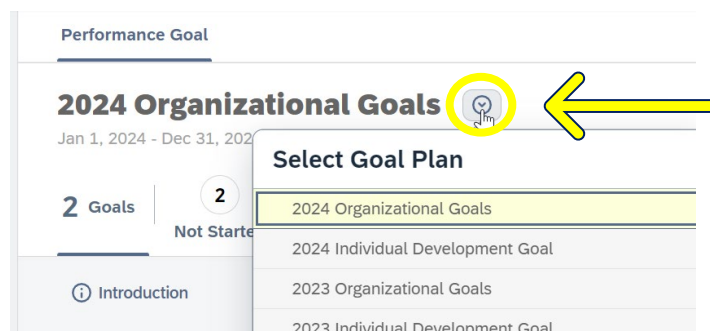
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



9. Click the “Manage My Goals,” tile on the home page.

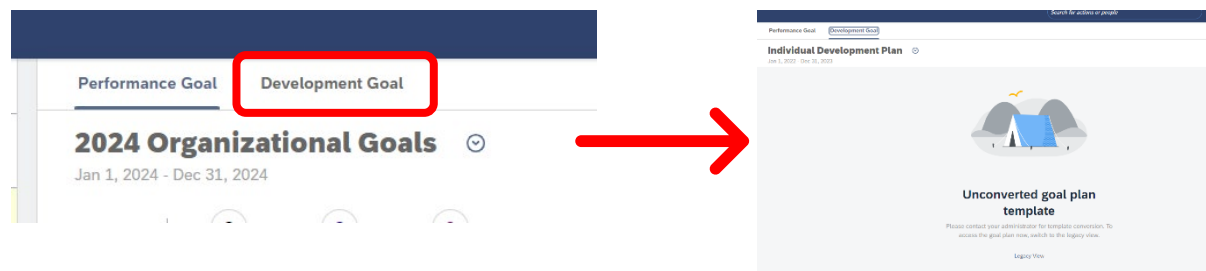


10. Use the expander arrow next to the title to select Organizational Goals or Individual Development Goals.



Special Note

Some people may have an additional tab at the top of their page under the blue banner labeled “Development Goal.” This tab does **not have a function** and will bring you to an error message. Unfortunately, it cannot be removed.



Performance Management

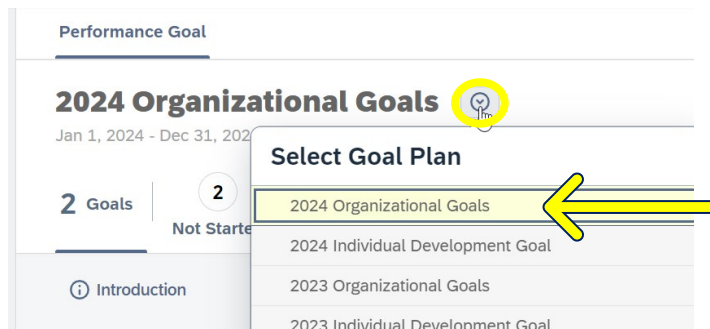
Using Talent *Connect* for Performance Reviews

Set Organizational or Individual Goals

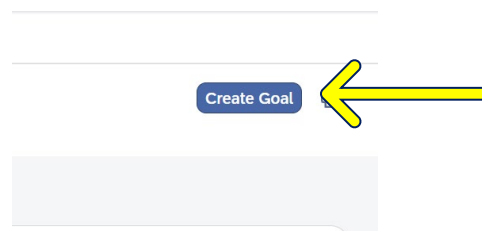


Watch a 45-second video showing you how to [Set Organizational and Individual Development Goals](#).

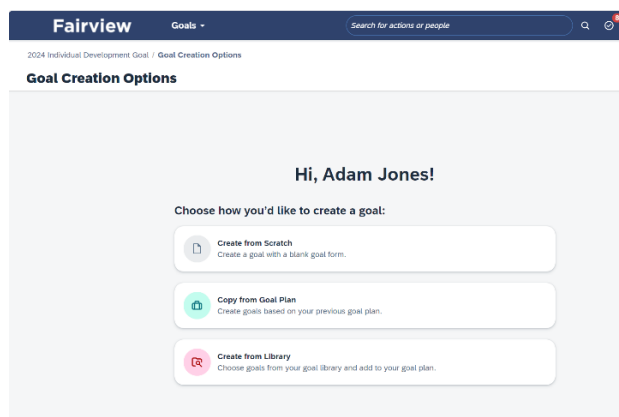
1. Select, either “**Organizational Goals**,” or “**Individual Development Goal**,” using the expander arrow next to the title on your Goals page.
 - a. Double check that you **select the correct year**.



2. Click, “**Create Goal**,” at the top of the page.



3. Select how you'd like to **create your goal**. You can create your own goal from scratch, copy a goal from a previous goal plan, or browse from a library of goals.



Performance Management

Using Talent *Connect* for Performance Reviews

4. Enter your goal.
 - a. Write your **goal**.
 - b. Identify which **performance dimension** your goal matches.
 - c. Set a **measurement metric**.
 - d. Determine **start and end dates**.
 - e. Set a progress **status**.
 - f. Add **Comments** or **Milestones** if you choose.

Create Performance Goal

The screenshot shows the 'Create Performance Goal' form with the following fields and callouts:

- Goal:** A text input field with a yellow callout box labeled 'Write goal' and an arrow pointing to the input area. Below the field is the text '500 characters left Legal Scan'.
- Category:** A dropdown menu with 'Individual Development' selected. A yellow callout box labeled 'Dimension' has an arrow pointing to the dropdown.
- Measure:** A text input field with a yellow callout box labeled 'Metric' and an arrow pointing to the input area. Below the field is the text '4000 characters left Legal Scan'.
- Start Date:** A date picker with 'Jan 1, 2024' selected. A yellow callout box labeled 'Start/End' has an arrow pointing to the date field.
- Due Date:** A date picker with 'Dec 31, 2024' selected. A yellow callout box labeled 'Start/End' has an arrow pointing to the date field.
- Status:** A dropdown menu with 'Not Started' selected. A yellow callout box labeled 'Progress' has an arrow pointing to the dropdown.

5. Click, "**Save**," at the bottom of the page.

The screenshot shows the bottom of the form with two buttons: 'Save' and 'Cancel'. A yellow arrow points down to the 'Save' button.

Performance Management

Using Talent *Connect* for Performance Reviews

Additional Resources

Create a Goal from Library

Talent *Connect* offers a list of goals by department that are pre-populated in the system. These are generic thought starter goals to help you come up with goal ideas. This option is available when you create your goal.

Copy From Other Goal Plan

Talent *Connect* offers a list of other goal plans – both prior organizational goals and your own individual goals from previous years. These goals can help you come up with the goal ideas for the current year. This option is available when you create your goal.

For More Information

For more information about Talent *Connect* visit Organizational Development & Learning at <https://odandl.org/performance-management>.