



Team Performance Review Process Template

	Purpose:
	<p>Leaders should share the process they will use for performance reviews, including the team member’s role, a description of each step of the process, and timing. This allows leaders to level set expectations and invite team members into active participation in the performance review process.</p> <p>See an example plan below. See page 2 for a blank template that leaders can use with their teams.</p>

	Important to know
	<ul style="list-style-type: none"> 2023 REVIEWS ARE DUE MARCH 1, 2024 Optional Self-Evaluations are due December 31, 2023. For technical support on how to complete the review, view the Performance Review User Guide.

Step	Description	Sample Process	Due Date
360 Feedback	Optional: An opportunity to receive feedback from three or more of your peers and customers.	Determine any parameters you will set for the process (e.g. must include 2 team members and 1 customer).	1/13/24
Self-Evaluation	Optional: An opportunity for you to share all your amazing accomplishments from the past year.	Go into your Talent Connect home page and complete the self-evaluation if desired.	12/31/23
Performance Evaluations	Required: The 2023 annual performance review of daily work, performance to goals, and the Fairview Commitments.	Identify when you will begin writing reviews, when 1:1 conversations will occur, and when you plan to be finished with the process. (e.g. Leader will begin writing performance reviews on 1/21/24. 1:1 conversations will occur between 1/22 and 2/17.)	2/17/24

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Step	Description	Our Team's Process	Due Date
<p>360 Feedback</p>	<p>Optional: An opportunity to receive feedback from three or more of your peers and customers.</p>		
<p>Self-Evaluation</p>	<p>Optional: An opportunity for you to share all your amazing accomplishments from the past year.</p>		<p>12/31/23</p>
<p>Performance Evaluations</p>	<p>Required: The 2023 annual performance review of daily work, performance to goals, and the Fairview Commitments.</p>		<p>Organizational Due Date: 3/1/2024</p>