

Fairview Performance Review

Quick Information for Leaders

Understanding the Performance Review

Performance Reviews help you support your teams' careers by celebrating their accomplishments and identifying areas of opportunities for development and growth.

Fairview requires a performance review for each employee, including Level 2 employees, every year. Talent Connect is the application that supports this process and can be found on the Intranet home page under "Apps," "More Business Applications."



There is a complete Leader User Guide available on odandl.org/performance-management/ with detailed information, guides, and support.

What is it?	What is evaluated?	Due Date
<ul style="list-style-type: none"> ✓ Completed in Talent Connect for all employees hired before October 1, 2024 ✓ Celebrate success & identify opportunities for growth 	<ul style="list-style-type: none"> ✓ Daily work (33%) ✓ Performance to Goals (33%) ✓ Fairview Commitments (34%) 	<ul style="list-style-type: none"> ✓ Due February 28, 2025 ✓ No extensions

To Do: Expectations of Me

November / December	<ul style="list-style-type: none"> ___ Ensure each team member has goals in Talent Connect ___ Reach out to previous leaders 	<ul style="list-style-type: none"> ___ Communicate expectations to team <ul style="list-style-type: none"> • Timeline • Optional 360 Feedback request • Optional self-appraisal
	<ul style="list-style-type: none"> ___ Begin filling out comments in forms (save without submitting) 	<ul style="list-style-type: none"> ___ Review team list for accuracy; Contact your HR Rep with questions
January / February	<ul style="list-style-type: none"> ___ Fill out ratings and comments for each team member ___ Plan for known leaves ___ Forward forms in Talent Connect 	<ul style="list-style-type: none"> ___ Assign alternate reviewers as appropriate ___ Schedule and host 1:1 meetings with each team member
February 28	<ul style="list-style-type: none"> ___ Complete all forms in Talent Connect 	
March	<ul style="list-style-type: none"> ___ Set goals for 2025 with your team in Talent Connect 	

If You Need Help

Check out the resources available from Organizational Development & Learning. If you can't find the answer, reach out to your HR Representative.

