

Performance Management

Using Talent *Connect* for Performance Reviews

Talent Connect Process Guides for Performance Reviews

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 Leaders](#).

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Access Review Forms in Talent Connect

Purpose

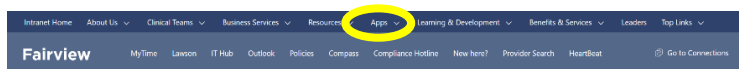
Use this document to help you navigate the steps to accessing performance management forms in Talent Connect.

Contents

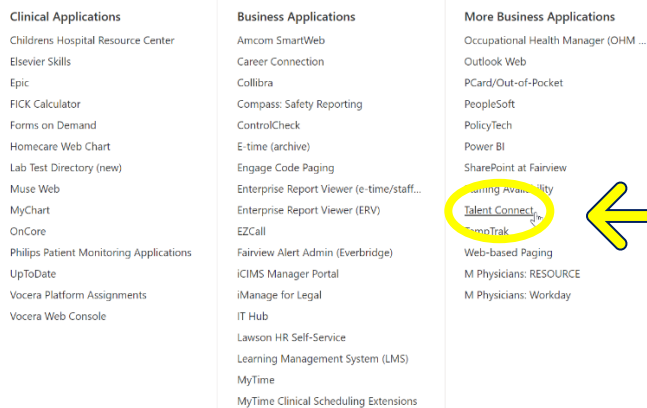
[Access Performance Forms in Talent Connect](#)

Access Performance Forms in Talent Connect

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

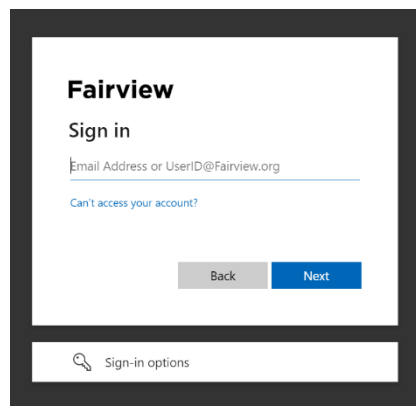


2. Select, “**Talent Connect.**”



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

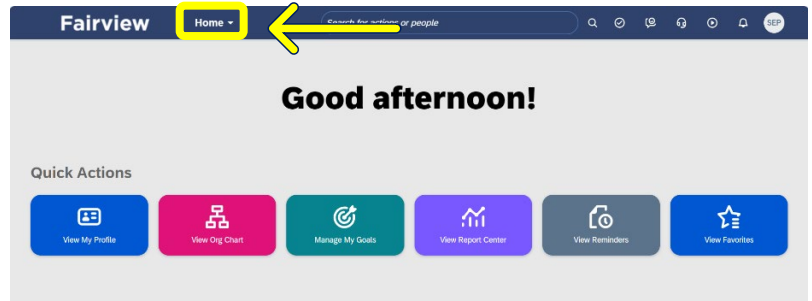
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



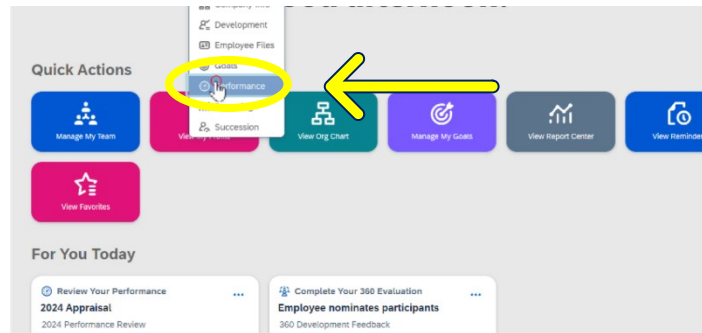
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4. Select the **“Home,”** drop down menu on the home page.



5. Select **“Performance.”**



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Complete a Self-Appraisal

Purpose

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

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

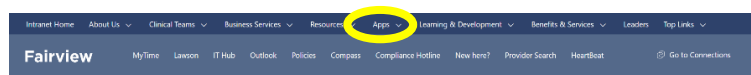
[Enter Comments in the Self-Appraisal](#)

[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
TomoTrak
Web-based Paging
M Physicians: RESOURCE
M Physicians: Workday

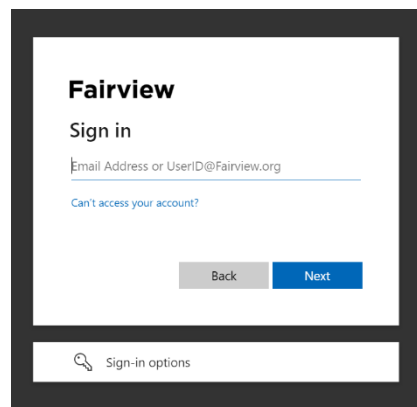


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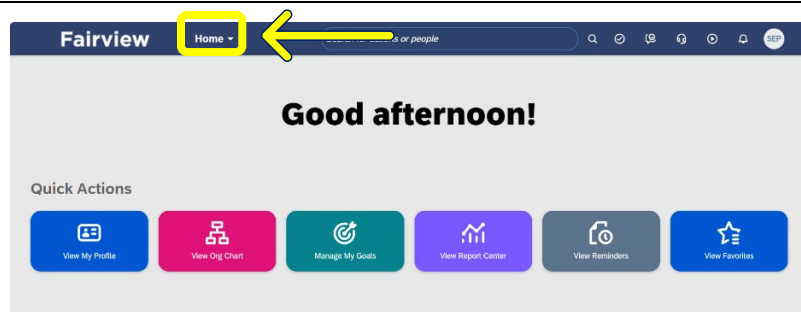
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3. Sign in, if required.

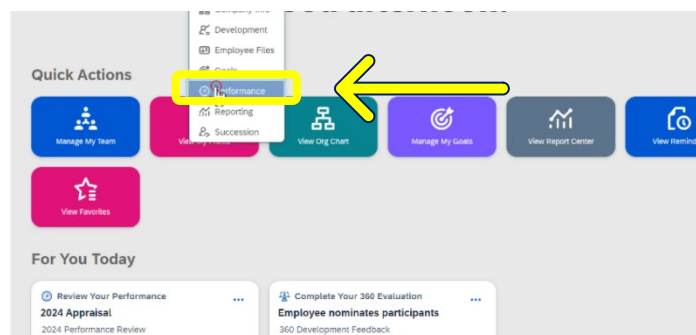
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



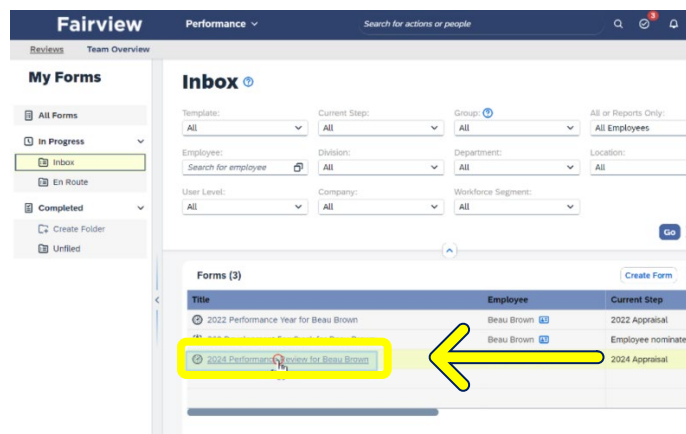
4. Select the "Home," drop down menu.



5. Select "Performance."



6. Select the Performance Review labeled with your name.

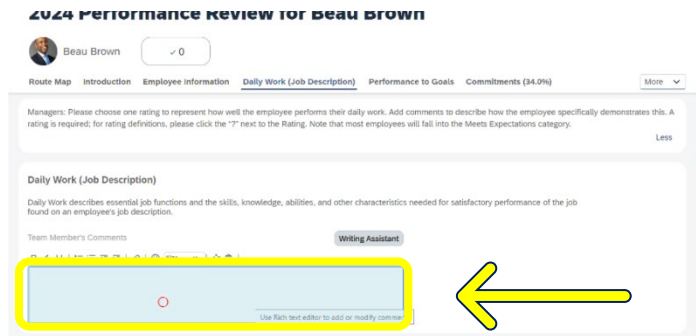


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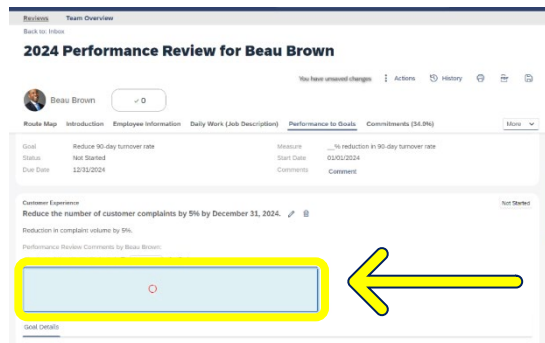
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Enter Comments in the Self-Appraisal

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.



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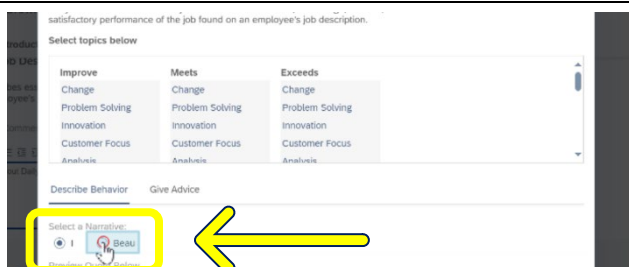
Use the Writing Assistant in the Self-Appraisal

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

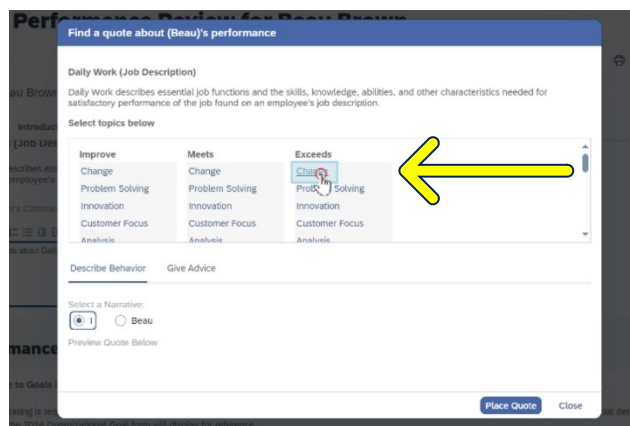
1. Select the, “**Writing Assistant**,” button above the comment box.



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



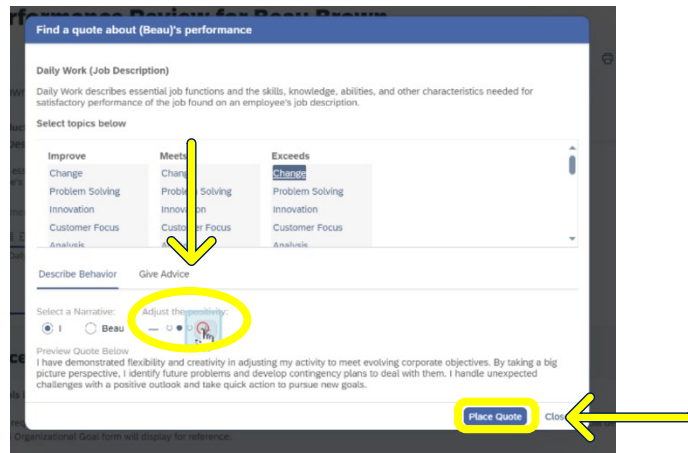
3. **Select a topic** you wish to comment on from the column related to your work around the topic: Improve, Meets (Expectations), or Exceeds (Expectations).



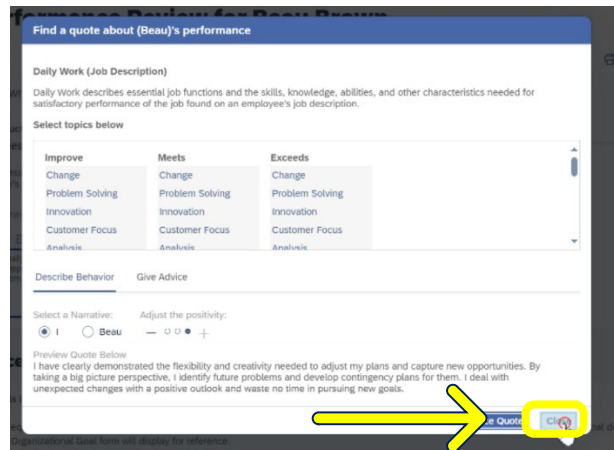
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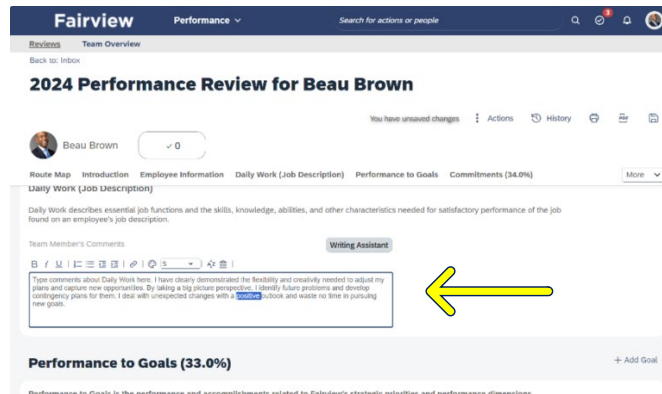
4. **Adjust the positivity**, if desired, by selecting the plus or minus icons.
5. Click, **“Place Quote.”**



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



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



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Save and Close the Self-Appraisal Form

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

Back to Inbox

2024 Performance Review for Beau Brown

Beau Brown -0

Route Map Introduction Employee Information Daily Work (Job Description) Performance to Goals Commitments (24,096)

Managers: Because development can take many forms, and on different timelines, Development Goals are not rated. Add comments to capture how you have seen the employee progress toward their development during the year. Any goal details that were captured on the 2024 Individual Development Goal form will display for reference.

Less

Individual Development

Work with a Mentor on developing in communication with my team. ✓

I will spend 5 hours with a mentor before December 31.

Performance Review Comments by Beau Brown:

Goal Details

Goal	Measure	Start Date	Comments
Work with a Mentor on developing in communication with my team.	I will spend 5 hours with a mentor before December 31.	01/01/2024	
Status: Completed			Comment
Due Date: 12/31/2024			

Cancel Save and Close

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360 Development Feedback

Purpose

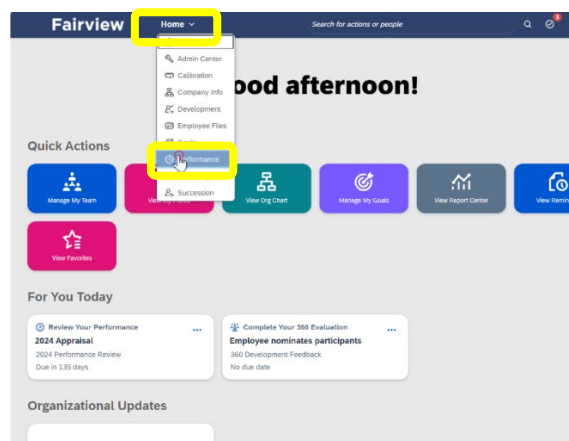
Use this document to help you create, work with, and access 360 Development Feedback Forms in Talent Connect.

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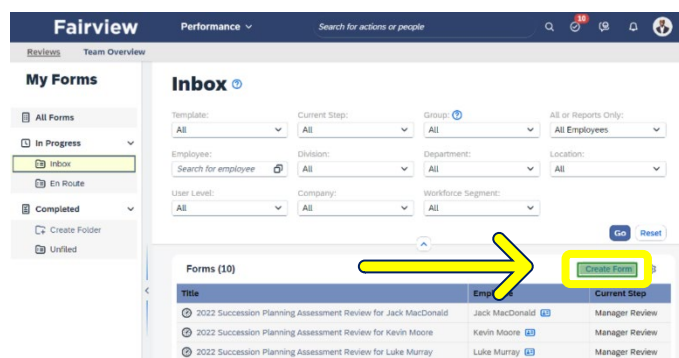
- [Create a 360 Development Feedback Form \(Leader\)](#)
- [Nominate Participants to Provide 360 Feedback \(Team Member\)](#)
- [Approve Participants for 360 Feedback \(Leader\)](#)
- [Provide Feedback for 360 Development Feedback \(All\)](#)
- [View Completed 360 Feedback \(Leader\)](#)

Create a 360 Development Feedback Form (Leader)

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



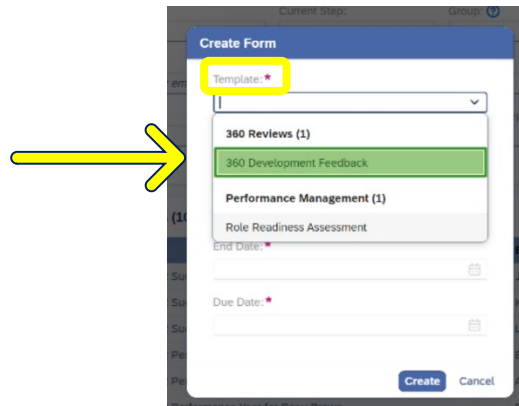
2. Select **“Create Form.”**



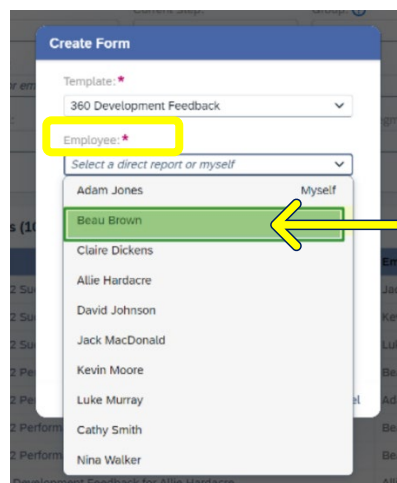
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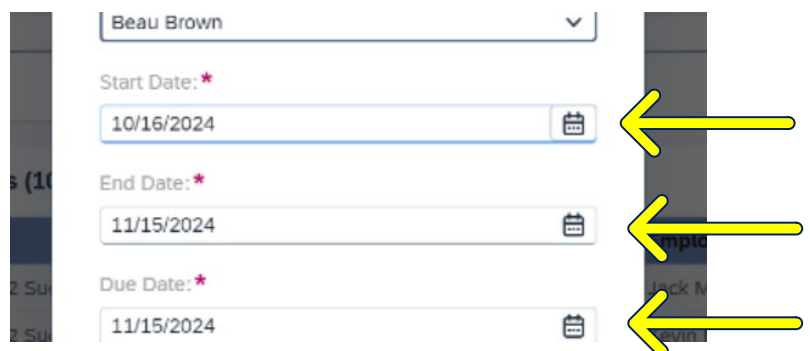
3. Choose **360 Development Feedback** in the Template category.



4. Choose the **Team Member** who is receiving feedback.



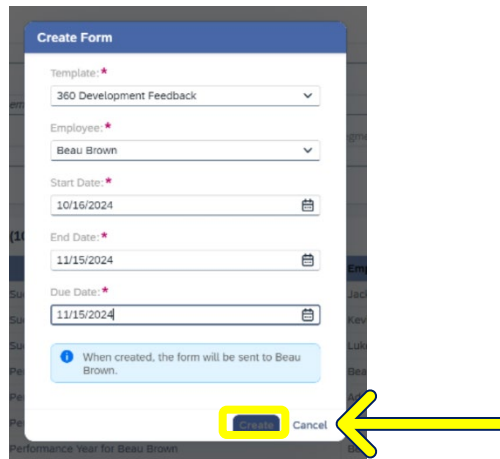
5. Select a **Start, End, and Due date** for the form.



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6. Select **“Create.”**

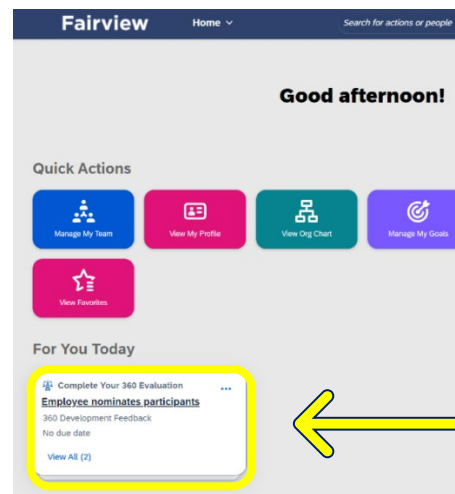


Special Note

When you create the 360 Development form, it will be sent to the Team Member to nominate participants to give feedback.

Nominate Participants to Provide Feedback (Team Member)

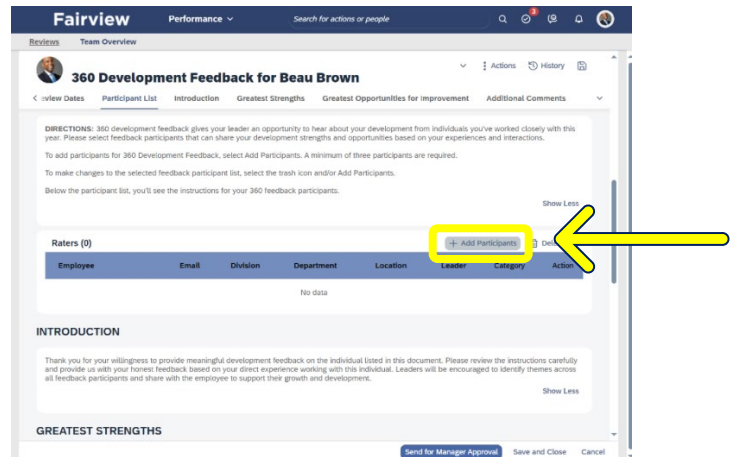
1. Select the Reminder tile **“Employee nominates participants”** on your home page.



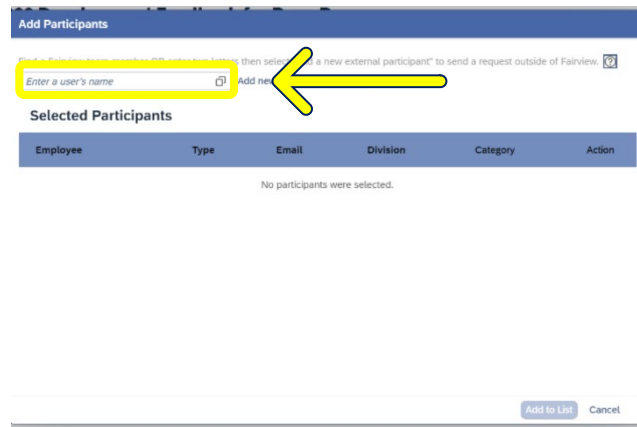
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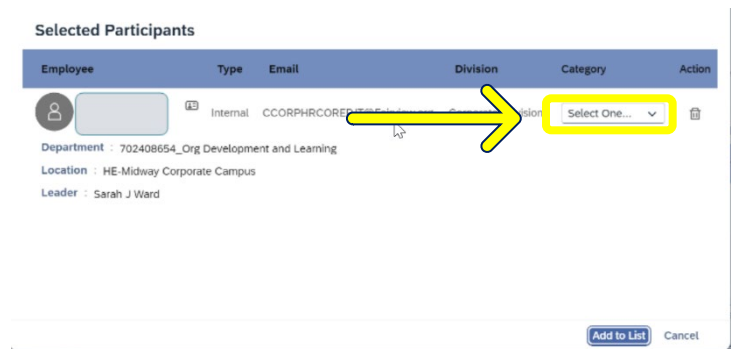
2. Click **“Add Participants,”** above the **“Raters”** bar.



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.

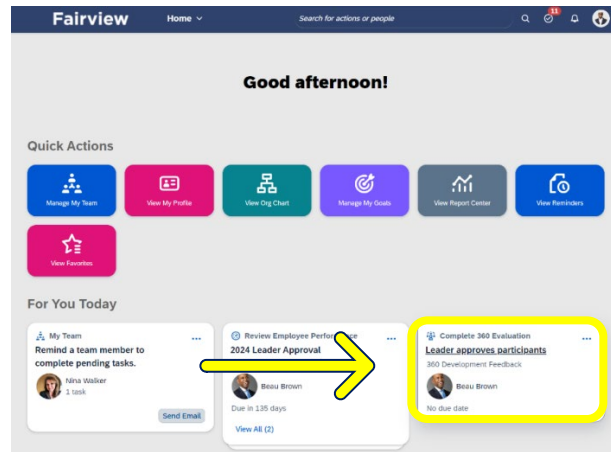


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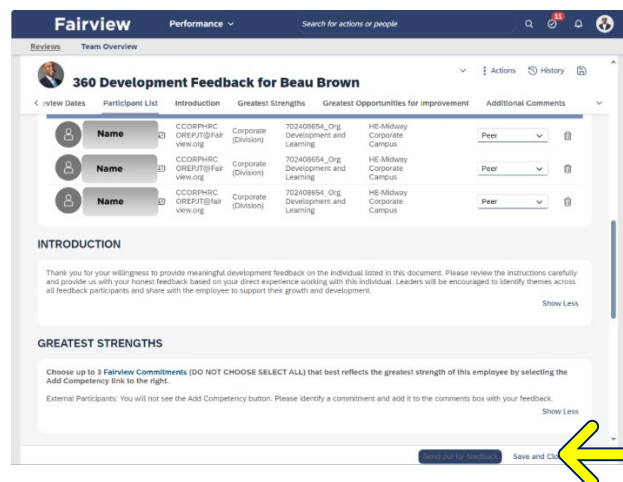
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Approve Participants to Provide 360 Feedback (Leader)

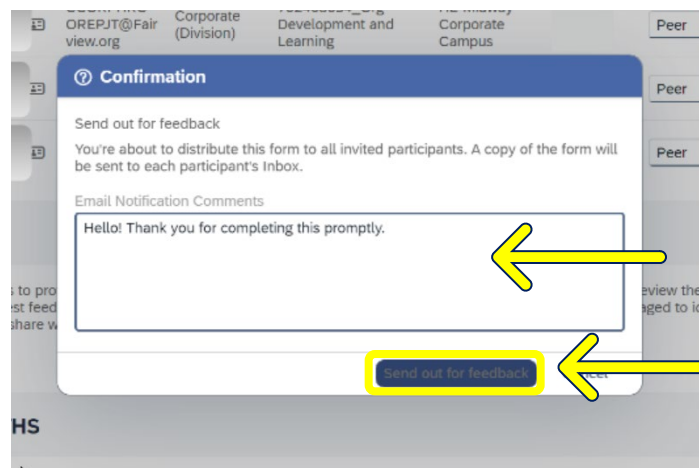
1. Select the reminder tile **“Leader Approves Participants”** from your Talent Connect home page.



2. **Review** the people nominated for feedback. Make changes if necessary.
3. Select **“Send out for feedback.”**



4. **Add comments** to the email notification, if desired.
5. Click, **“Send out for feedback.”**

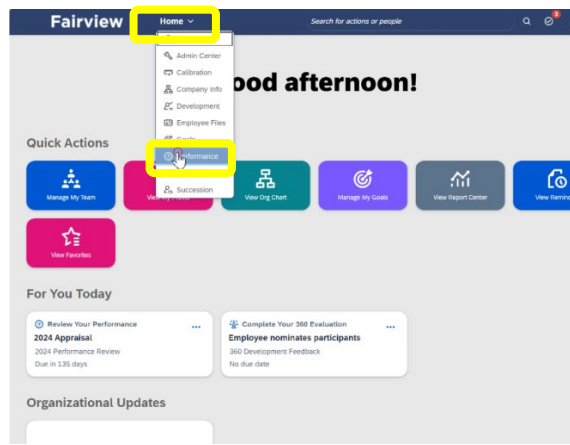


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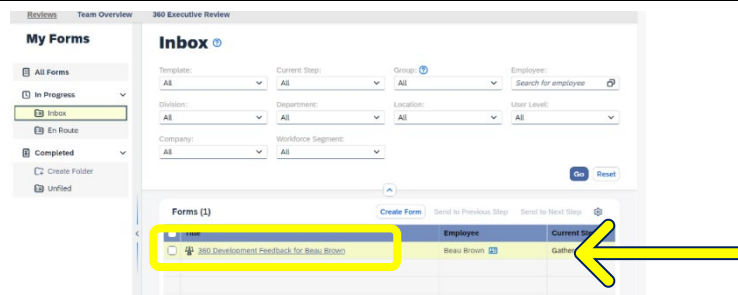
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Provide 360 Development Feedback (All)

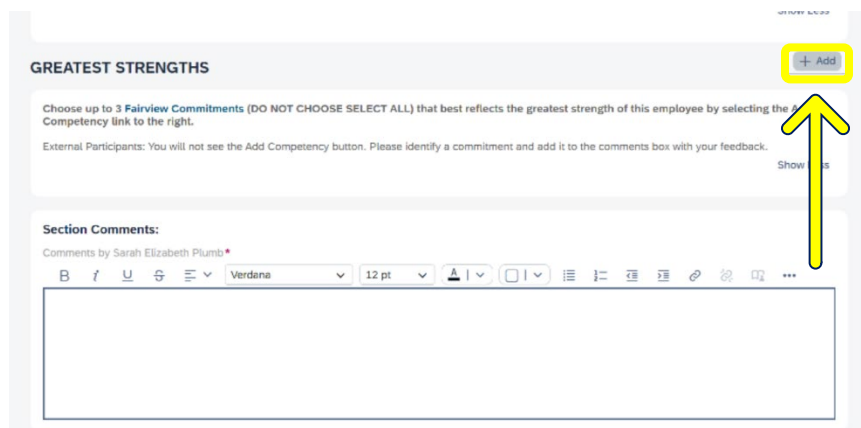
1. Go to your Performance Inbox by selecting the “Home” drop down menu and selecting “Performance.”



2. Select the 360 Form you wish to complete.



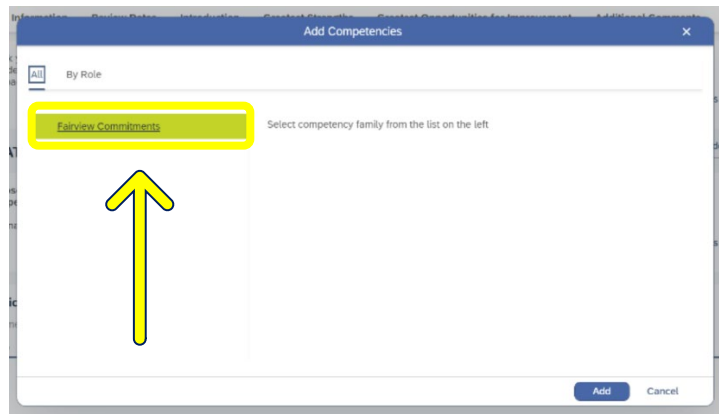
3. Select the “Add” button to choose Commitments that are strengths for the person you are giving feedback for.



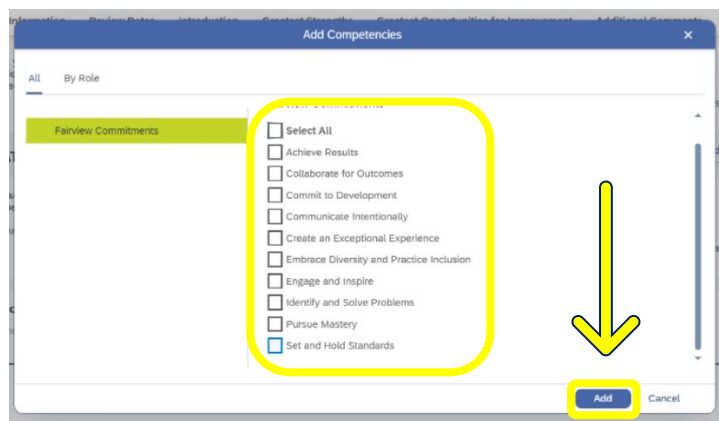
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4. Select “Fairview Commitments.”



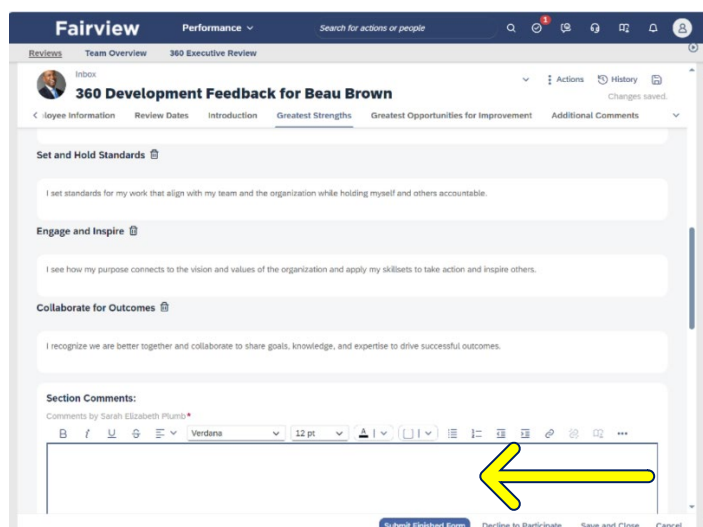
5. Choose three **Commitments** that are strengths for the person receiving feedback.
- Do not select “Select All.”
 - You can see the [Fairview Commitments here.](#)



6. Select “Add.”

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

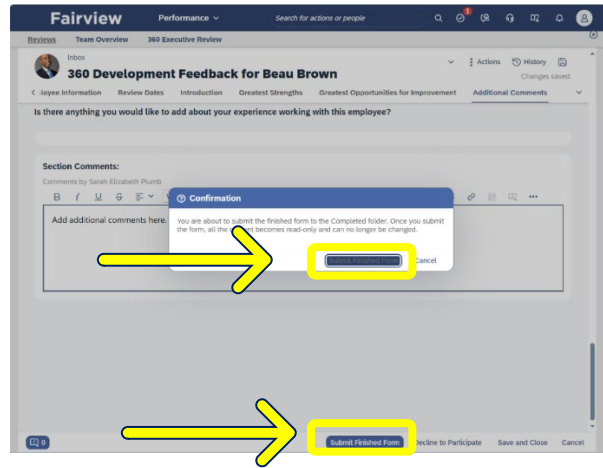
8. Repeat the process for **Areas of Opportunity** for the person receiving feedback.
- You will not be able to select the same Commitments as strengths and opportunities.



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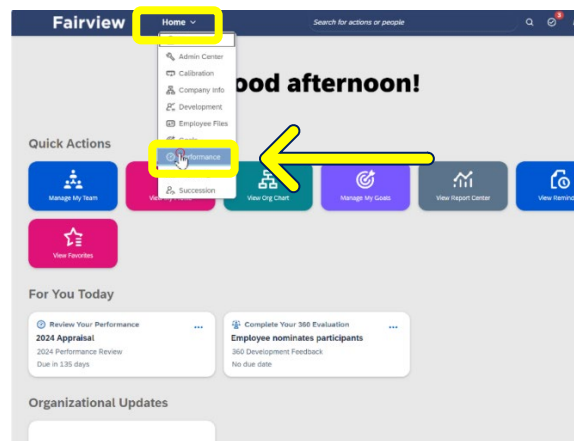
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9. **Submit** the finished form.
10. **Confirm.**



View Completed 360 Development Feedback (Leader)

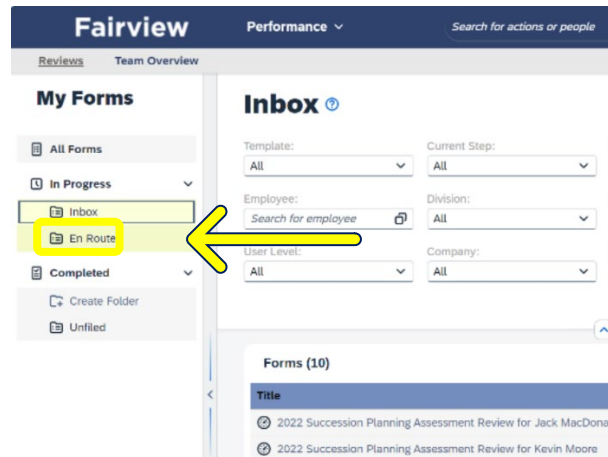
1. Go to your Performance Inbox by selecting the **“Home”** drop down menu and selecting **“Performance.”**



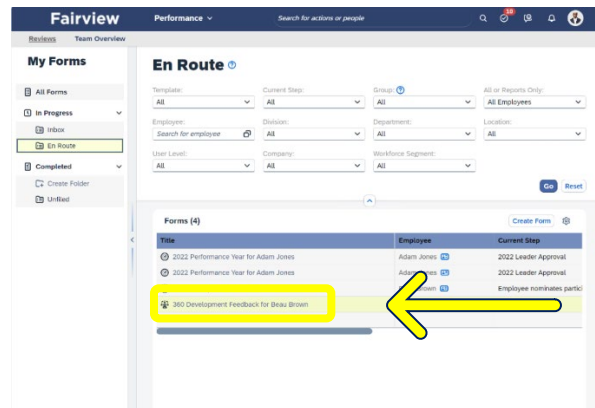
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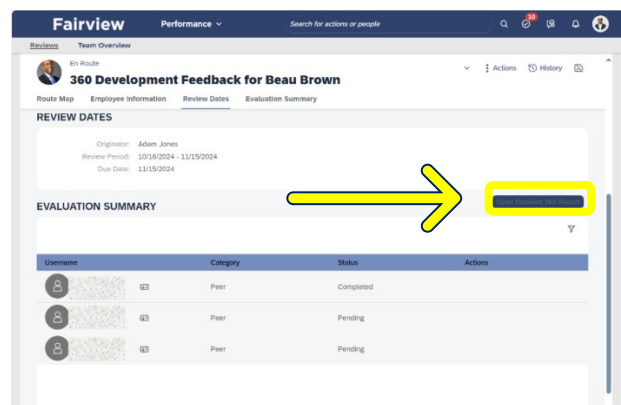
2. Select **En Route** from the menu on the left.



3. Select **“360 Development Feedback”** form for the team member.



4. Select **“Open Detailed 360 Report.”**



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Alternate Reviewer

Purpose

Use this document to help you work with an Alternate Reviewer in Talent Connect.

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[Send a Review Form to an Alternate Reviewer](#)

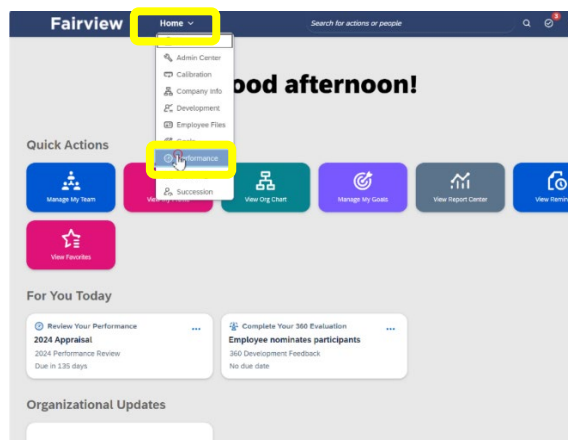
[Complete a Review Form as an Alternate Reviewer](#)

[Use the Writing Assistant](#)

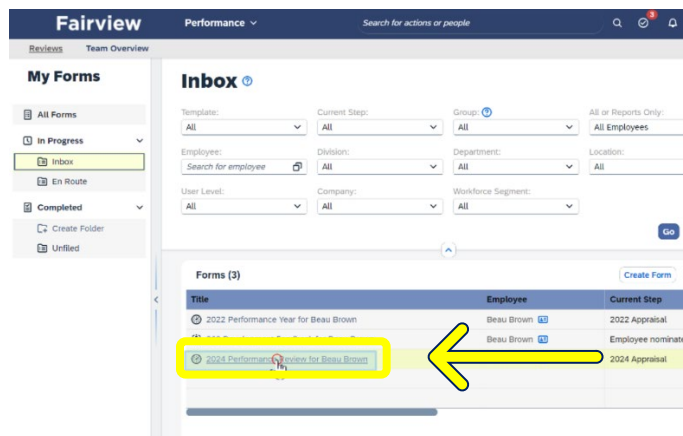
[Complete a Review Form After an Alternate Reviewer](#)

Send a Review Form to an Alternate Reviewer

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



2. Select the Performance Review labeled with **the name of the individual** you will send to the Alternate Reviewer.
 - a. Make sure you are selecting the review form for the **correct year**.



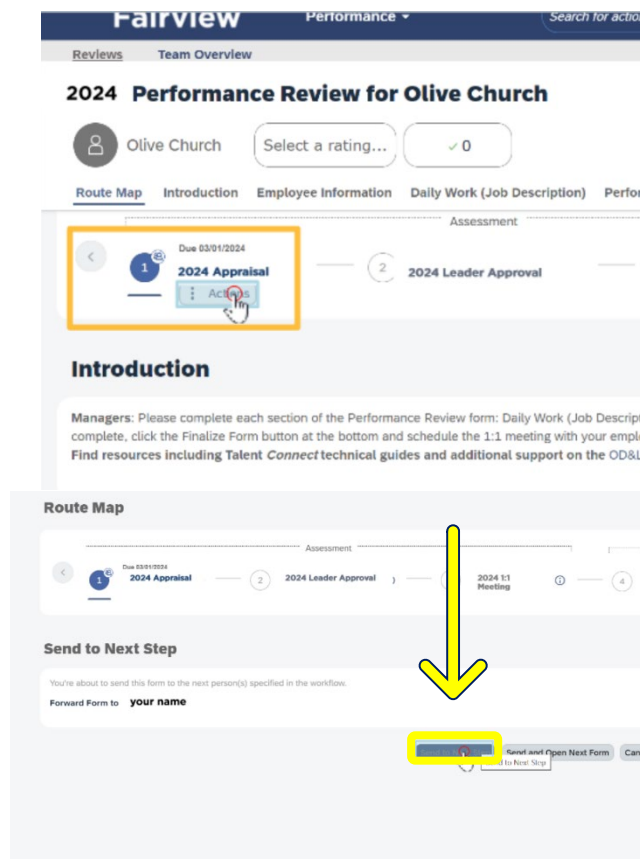
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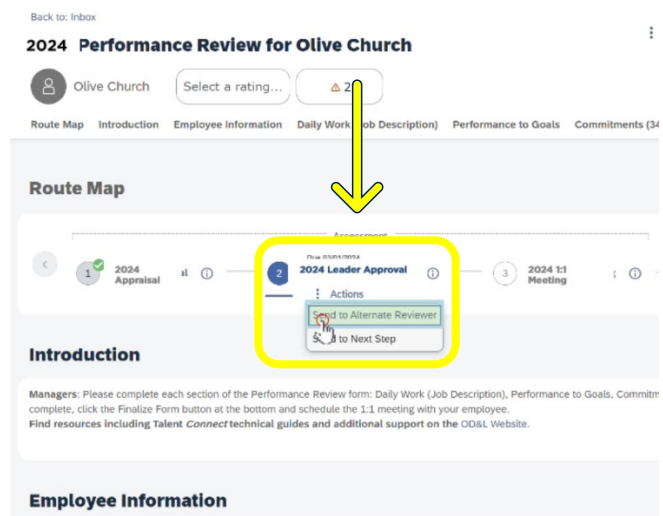
3. Move the **review form to the second step**, if required, in the Route Map.

****NOTE: Do not move the form until the team member has completed their optional self-appraisal**, if they are going to complete this. The team member can not add to, edit, or complete the self-appraisal after you move the form to the second step.

- a. Select the **“Actions”** button under the highlighted first step.
- b. Select **“Send to Next Step.”**
- c. The warning message will say, “Forward Form to...” your name. Select **“Send to Next Step.”**



4. Click the **“Actions,”** button under the second step in the Route Map.
5. Select **“Send to Alternate Reviewer.”**



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6. Enter the **Name of the Alternate Reviewer** in the search box.

The screenshot shows the 'Send to Alternate Reviewer' dialog box in the 'Search' step. On the right side, there is a 'Search by Name' section with a text input field and a 'Select' button. A yellow box highlights the input field, and a yellow arrow points to it from the right. Below this are several dropdown menus for filtering: 'All Employees', 'All Divisions', 'All Departments', 'All Locations', 'All Groups', and 'All User Level'.

7. Click the **“Select”** button.

The screenshot shows the 'Send to Alternate Reviewer' dialog box in the 'Select' step. The search results show 'Adam Jones, TEAM LE'. A yellow box highlights the 'Select' button next to the name, and a yellow arrow points to it from the right. The 'Search' and 'Cancel' buttons are visible at the bottom right.

8. Select **“Send”** button to send the form and return to your inbox or **“Send and Open Next Form”** to select another form to send.

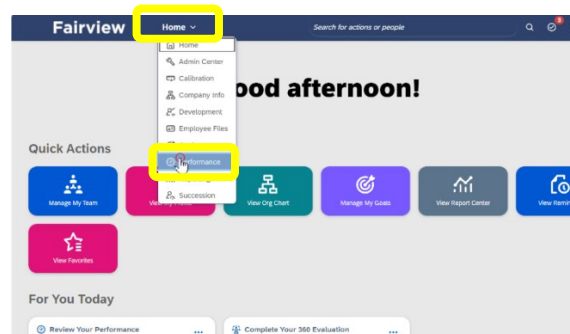
The screenshot shows the 'Send to Alternate Reviewer' dialog box in the 'Confirm' step. The text reads: 'You are about to send this form to Adam Jones to ask for edits. You will not be able to make any changes to this form until it is returned, but you can recall the form at any time.' At the bottom, there are three buttons: 'Send & Open Next Form', 'Back', and 'Cancel'. A yellow box highlights the 'Send & Open Next Form' button, and a yellow arrow points to it from above.

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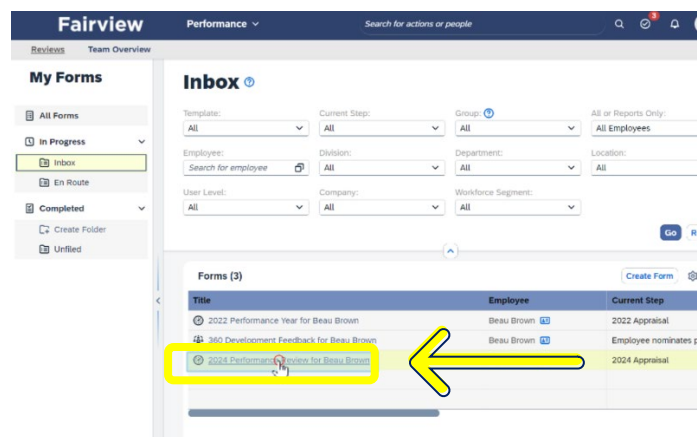
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Complete a Review as an Alternate Reviewer

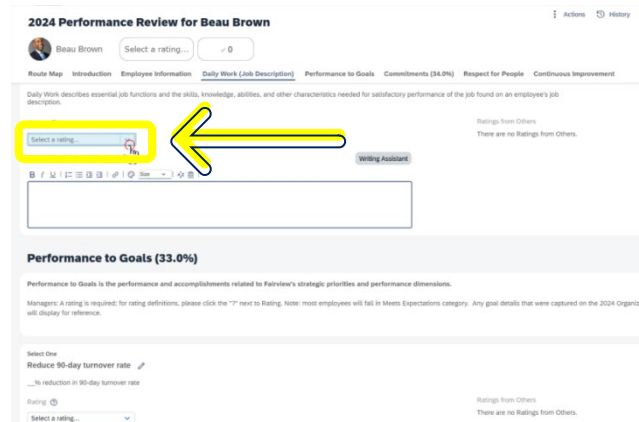
1. Go to your Performance Inbox by selecting the “Home” drop down menu and selecting “Performance.”



2. Select the Performance Review labeled with the name of the individual you will complete.
3. Make sure you are selecting the review form for the correct year.



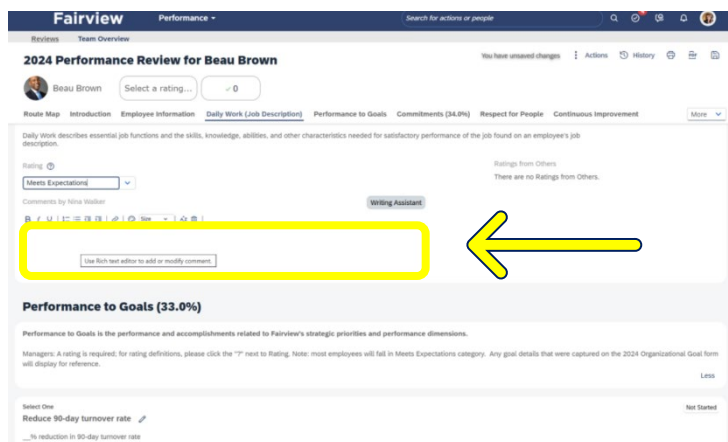
4. Use the drop down menu to select a rating for each section: Daily Work, Performance to Goals, and Fairview Commitments.



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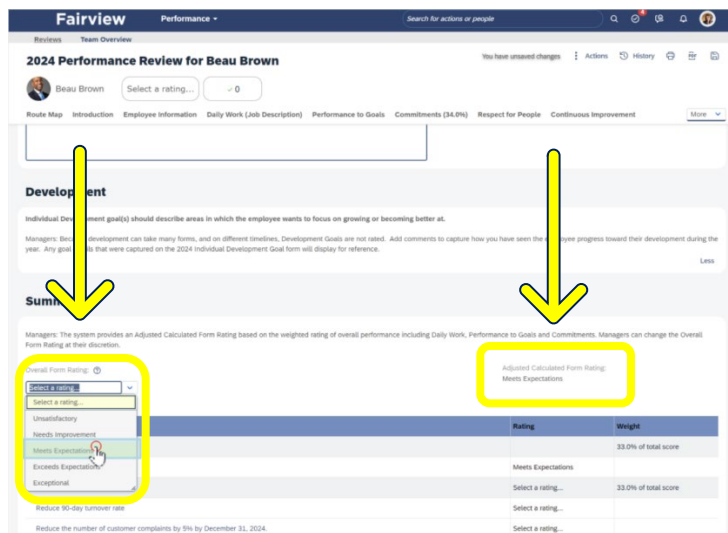
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5. **Add comments** in the text box in each section to support the chosen rating.
 - a. The team member will see these comments.
6. **Repeat this process** for each section.



7. In the Summary section, select an **“Overall Rating.”**

Talent Connect automatically computes the rating in the Adjusted Calculated Form Rating from your entries on the form. This is informational and is only visible to leaders. You can use this as a basis for your overall rating or adjust, as desired.



8. **Add comments** to the Summary section.



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- To exit without sending the form, select **“Save and Close.”**

2024 Performance Review for Beau Brown

Beau Brown Meets Expectations -0

Route Map Introduction Employee Information Daily Work (Job Description) Performance to Goals Commitments (34.0%) More

Daily Work (Job Description)	Meets Expectations	
Performance to Goals	4.0	33.0% of total score
Reduce 90-day turnover rate	Exceeds Expectations	
Reduce the number of customer complaints by 5% by December 31, 2024.	Meets Expectations	
Respect for People	Exceeds Expectations	17.0% of total score
Respect for People	Exceeds Expectations	
Continuous Improvement	Exceeds Expectations	17.0% of total score
Continuous Improvement	Meets Expectations	

Summary Performance Review Comments

Performance Review Comments by Nina Walker:

It has been a pleasure to see Beau grow this year! They delivered reliable results and contributed positively to team goals. They demonstrated solid problem-solving skills and maintained steady productivity, which helped keep the team on track. Overall, Beau has shown dedication to their role and has been a dependable team member.

Cancel Save and Close Finalize Form

- When you have completed the form, select **“Finalize Form.”**

2024 Performance Review for Beau Brown

Beau Brown Meets Expectations -0

Route Map Introduction Employee Information Daily Work (Job Description) Performance to Goals Commitments (34.0%) More

Daily Work (Job Description)	Meets Expectations	
Performance to Goals	4.0	33.0% of total score
Reduce 90-day turnover rate	Exceeds Expectations	
Reduce the number of customer complaints by 5% by December 31, 2024.	Meets Expectations	
Respect for People	Exceeds Expectations	17.0% of total score
Respect for People	Exceeds Expectations	
Continuous Improvement	Exceeds Expectations	17.0% of total score
Continuous Improvement	Meets Expectations	

Summary Performance Review Comments

Performance Review Comments by Nina Walker:

It has been a pleasure to see Beau grow this year! They delivered reliable results and contributed positively to team goals. They demonstrated solid problem-solving skills and maintained steady productivity, which helped keep the team on track. Overall, Beau has shown dedication to their role and has been a dependable team member.

Cancel Save and Close Finalize Form

- Send the form to the leader.
 - Select **“Send to”** leader name.

2024 Performance Review for Beau Brown

Route Map Hide

Assessment

2024 Appraisal 2024 Leader Approval 2024 1:1 Meeting

Send To Adam Jones

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Adam Jones

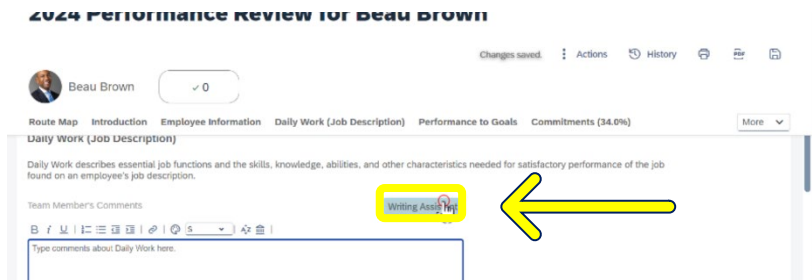
Send to Adam Jones Cancel & Return to Form

Performance Management

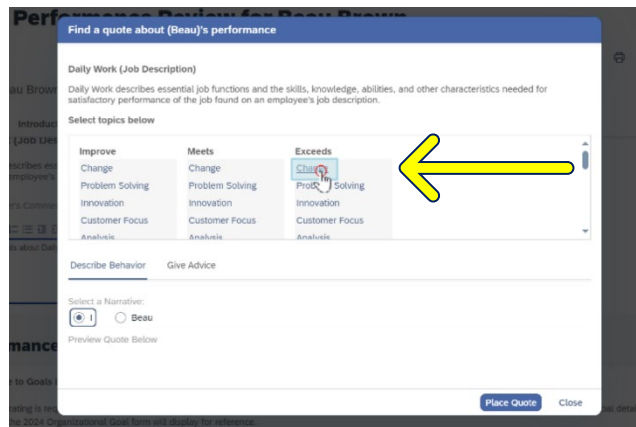
Using Talent *Connect* for Performance Reviews

Use the Writing Assistant in a Review Form

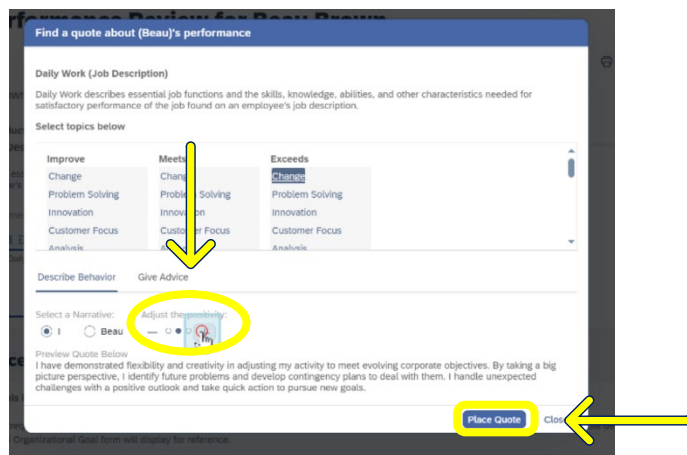
1. Select the, **“Writing Assistant,”** button above the comment box.



2. **Select a topic** you wish to comment on from the column indicating the person’s success in the area.
 - a. Column titles are:
 - i. Improve
 - ii. Meets (Expectations)
 - iii. Exceeds (Expectations).



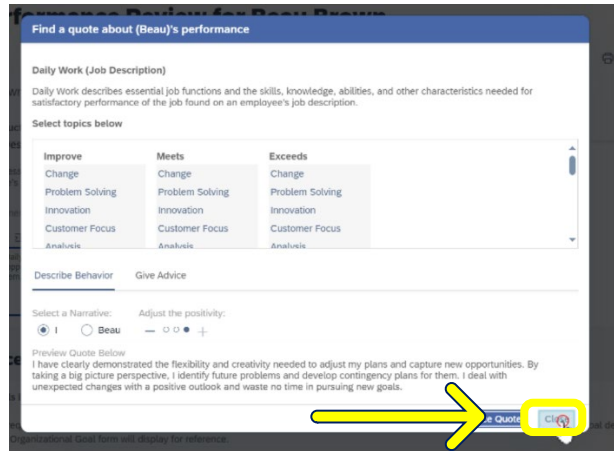
3. **Adjust the positivity**, if desired, by selecting the plus or minus icons.
4. Click, **“Place Quote.”**



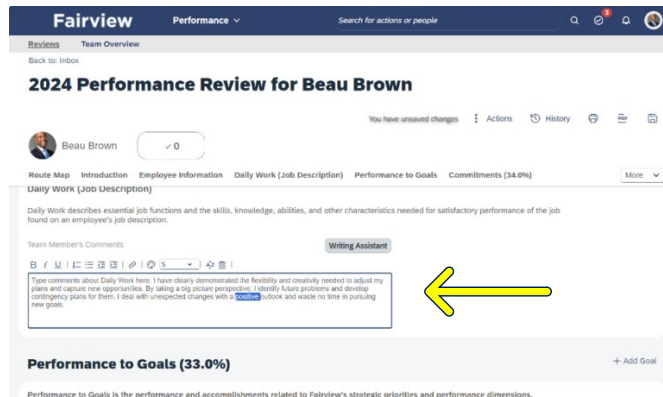
Performance Management

Using Talent *Connect* for Performance Reviews

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



6. Review and **edit** the statement.

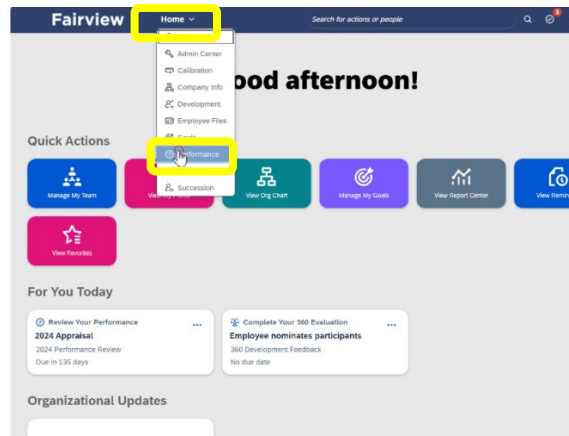


Performance Management

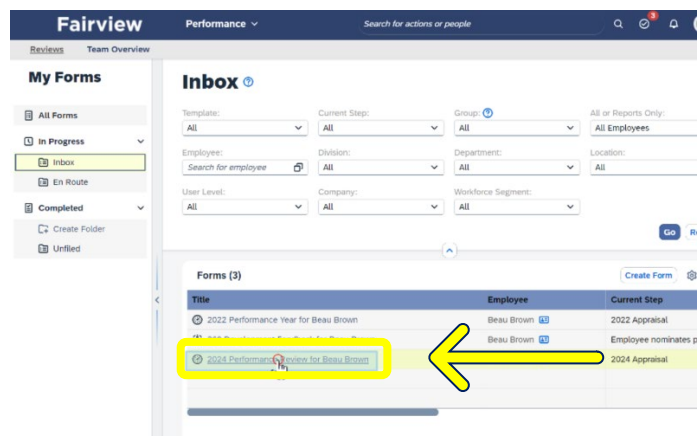
Using Talent *Connect* for Performance Reviews

Complete a Review After an Alternate Reviewer

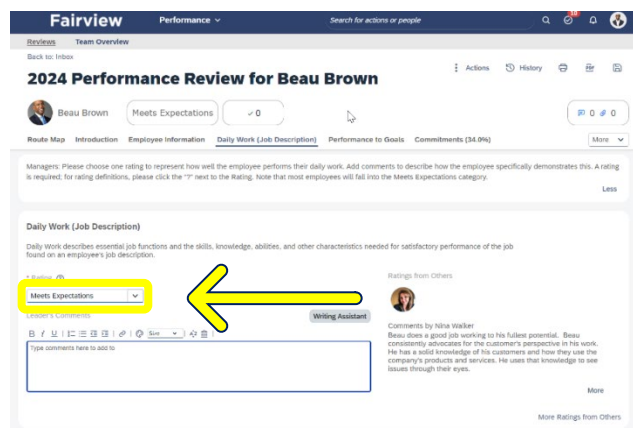
1. Go to your Performance Inbox by selecting the **“Home”** drop down menu and selecting **“Performance.”**



2. Select the Performance Review labeled with **the name of the individual** you will complete.
3. Make sure you are selecting the review form for the **correct year**.



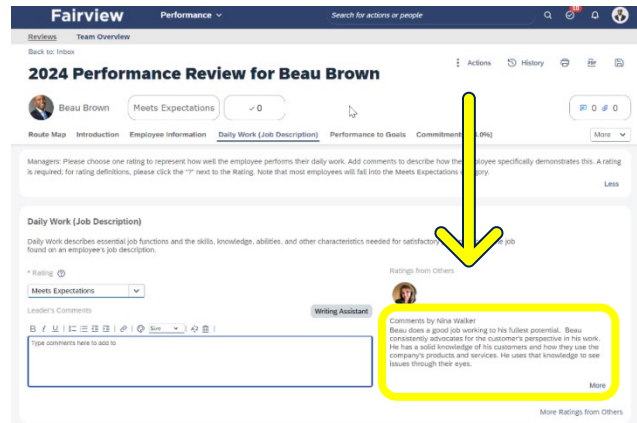
4. **Review the Ratings** given by the Alternate Reviewer for Daily Work, Performance to Goals, and Fairview Commitments.
5. **Adjust the ratings** if necessary.



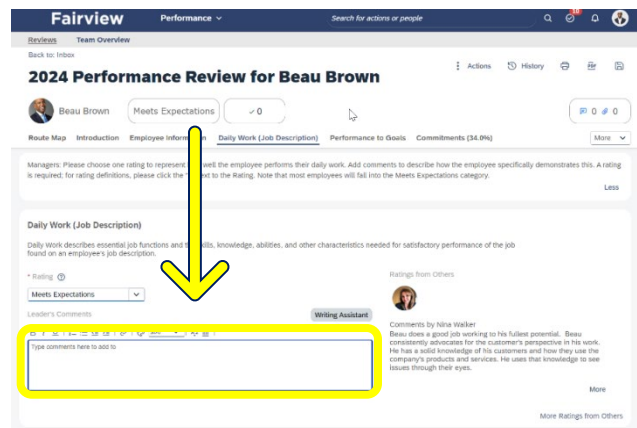
Performance Management

Using Talent *Connect* for Performance Reviews

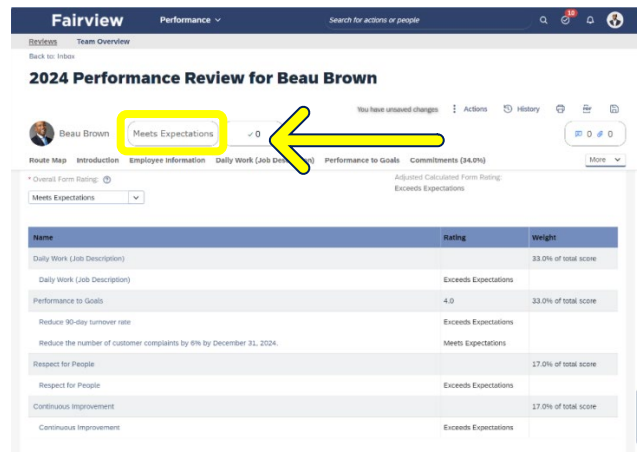
6. Review the comments written by the Alternate Reviewer in all three sections.



7. Write your own comments in the text box for each section.
- Respond or add to the Alternate Reviewer's comments as appropriate.
 - If there is a difference of opinion, use it as an opportunity for discussion.



8. Review and edit, if desired, the **Overall Rating** for the team member.



Performance Management

Using Talent *Connect* for Performance Reviews

9. Add Summary Comments.

The screenshot shows the '2024 Performance Review for Beau Brown' in the Fairview system. The 'Summary Performance Review Comments' section is highlighted with a yellow box. A yellow arrow points from the 'Finalize Form' button at the bottom right towards the comment area.

Route Map	Introduction	Employee Information	Daily Work (Job Description)	Performance to Goals	Commitments (14.0%)
Daily Work (Job Description)				Exceeds Expectations	
Performance to Goals				4.0	33.0% of total score
Reduce 90-day turnover rate				Exceeds Expectations	
Reduce the number of customer complaints by 6% by December 31, 2024.				Meets Expectations	
Respect for People				Exceeds Expectations	17.0% of total score
Respect for People				Exceeds Expectations	17.0% of total score
Continuous Improvement				Exceeds Expectations	
Continuous Improvement				Exceeds Expectations	

10. Finalize Form.

The screenshot shows the '2024 Performance Review for Beau Brown' in the Fairview system. The 'Finalize Form' button at the bottom right is highlighted with a yellow box. A yellow arrow points from the 'Finalize Form' button towards the comment area.

Route Map	Introduction	Employee Information	Daily Work (Job Description)	Performance to Goals	Commitments (14.0%)
Daily Work (Job Description)				Exceeds Expectations	
Performance to Goals				4.0	33.0% of total score
Reduce 90-day turnover rate				Exceeds Expectations	
Reduce the number of customer complaints by 6% by December 31, 2024.				Meets Expectations	
Respect for People				Exceeds Expectations	17.0% of total score
Respect for People				Exceeds Expectations	17.0% of total score
Continuous Improvement				Exceeds Expectations	
Continuous Improvement				Exceeds Expectations	

Performance Management

Using Talent *Connect* for Performance Reviews

Completing the Review Form

Purpose

Use this document to help you navigate the steps to entering goals in Talent Connect and for leaders to cascade goals to their direct reports.

Contents

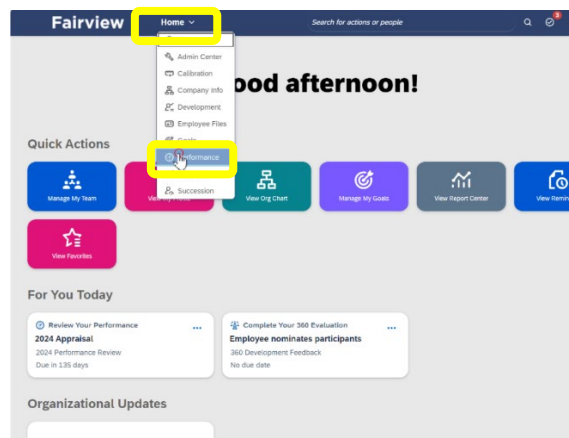
[Complete Review Forms in Talent Connect](#)

[Use the Writing Assistant in a Review](#)

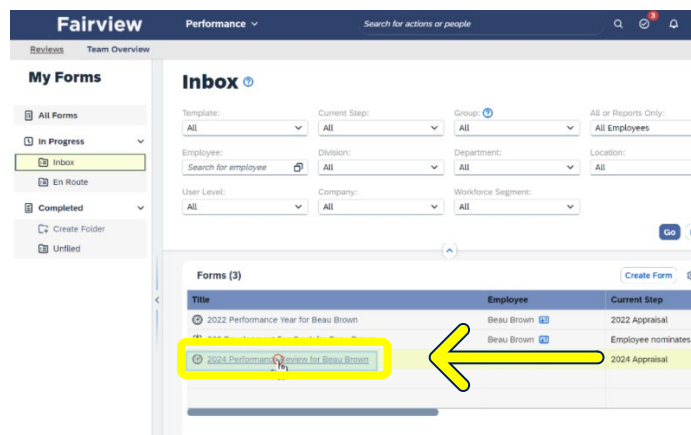
[After the 1:1 Meeting](#)

Complete Review Forms in Talent Connect

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



2. Select the Performance Review labeled with the name of the individual you will complete.
3. Make sure you are selecting the review form for the correct year.



Performance Management

Using Talent *Connect* for Performance Reviews

4. Move the **review form to the second step**, if required, in the Route Map.

****NOTE: Do not move the form until the team member has completed their optional self-appraisal**, if they are going to complete this. The team member can not add to, edit, or complete the self-appraisal after you move the form to the second step.

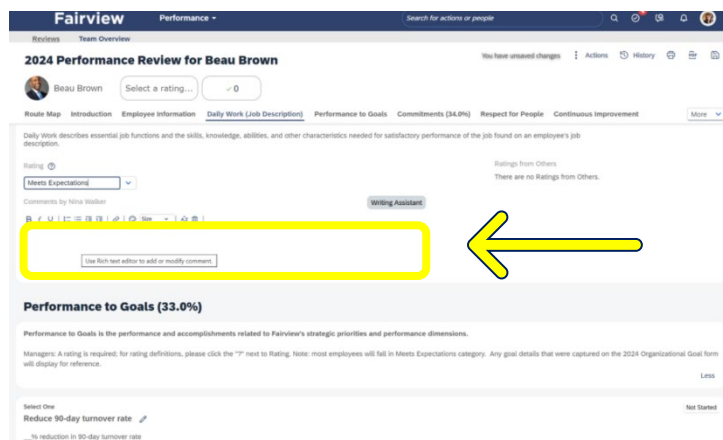
- a. Select the **“Actions”** button under the highlighted first step.
- b. Select **“Send to Next Step.”**
- c. The warning message will say, “Forward Form to...” your name. Select **“Send to Next Step.”**

5. Use the drop down menu to **select a rating** for each section: Daily Work, Performance to Goals, and Fairview Commitments.

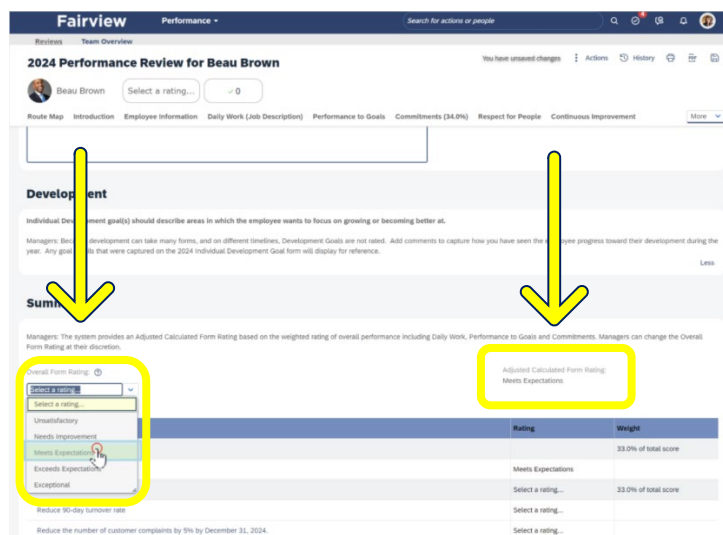
Performance Management

Using Talent *Connect* for Performance Reviews

6. **Add comments** in the text box in each section to support the chosen rating.
 - a. The team member will see these comments.
7. **Repeat this process** for each section.



8. In the Summary section, select an **“Overall Rating.”**
9. Talent Connect automatically computes the rating in the Adjusted Calculated Form Rating from your entries on the form. This is informational and is only visible to leaders. You can use this as a basis for your overall rating or adjust, as desired.



10. **Add comments** to the Summary section.



Performance Management

Using Talent *Connect* for Performance Reviews

11. To exit without sending the form, select **“Save and Close.”**

The screenshot shows the '2024 Performance Review for Beau Brown' form. The 'Performance to Goals' section includes a table with the following data:

Goal	Rating	Score
Performance to Goals	4.0	33.0% of total score
Reduce 90-day turnover rate	Exceeds Expectations	
Reduce the number of customer complaints by 5% by December 31, 2024.	Meets Expectations	
Respect for People	Meets Expectations	17.0% of total score
Respect for People	Exceeds Expectations	
Continuous Improvement	Exceeds Expectations	7.0% of total score
Continuous Improvement	Meets Expectations	

At the bottom of the form, the 'Save and Close' button is highlighted with a yellow box, and a yellow arrow points to it from the right.

12. When you have completed the form, select **“Finalize Form.”**

This screenshot is identical to the previous one, showing the '2024 Performance Review for Beau Brown' form. In this instance, the 'Finalize Form' button at the bottom right is highlighted with a yellow box, and a yellow arrow points to it from the right.

Use the Writing Assistant in a Review

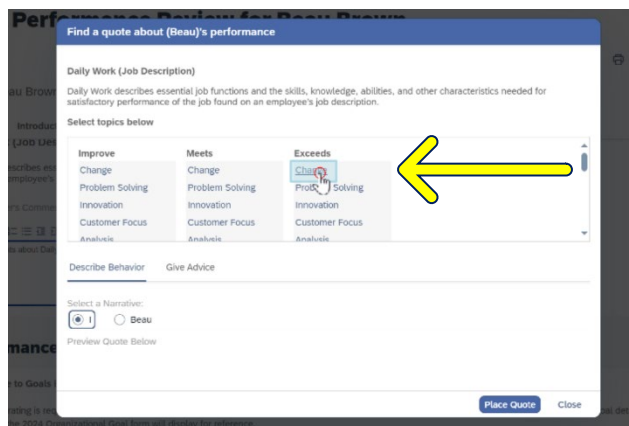
1. Select the, **“Writing Assistant,”** button above the comment box.

The screenshot shows the '2024 Performance Review for Beau Brown' form. The 'Daily Work (Job Description)' section is visible. Below the text area, the 'Writing Assistant' button is highlighted with a yellow box, and a yellow arrow points to it from the right.

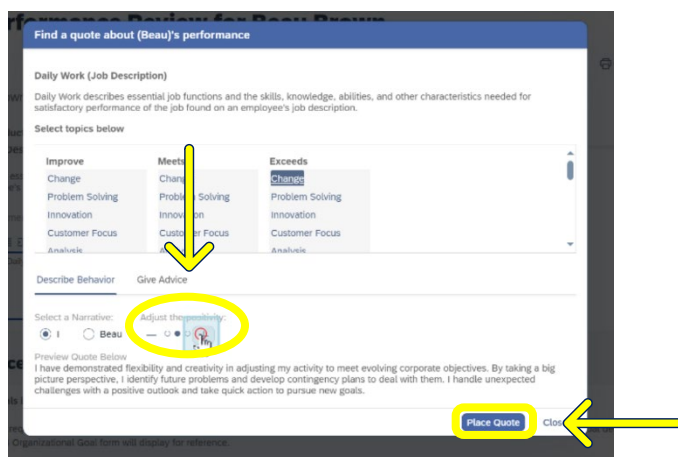
Performance Management

Using Talent *Connect* for Performance Reviews

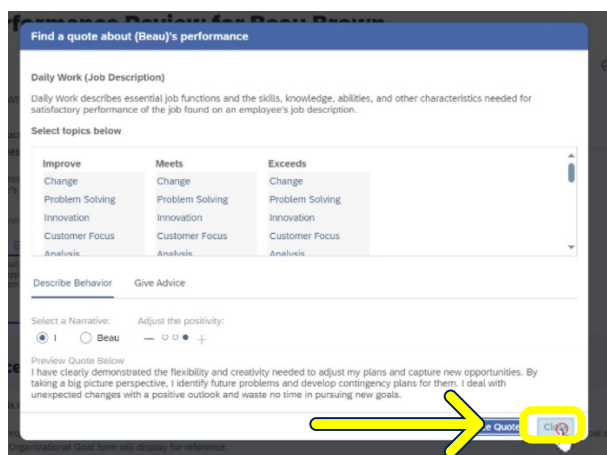
2. **Select a topic** you wish to comment on from the column indicating the person's success in the area.
 - a. Column titles are:
 - i. Improve
 - ii. Meets (Expectations)
 - iii. Exceeds (Expectations).



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



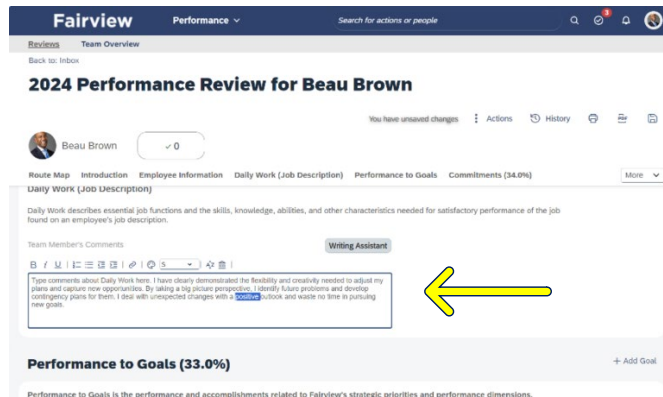
5. Select **“Close,”** at the bottom of the screen.



Performance Management

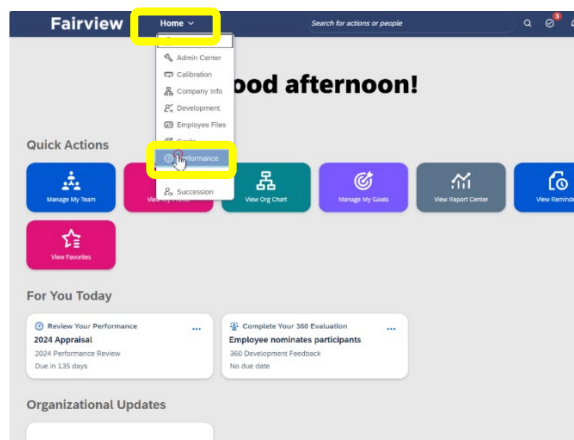
Using Talent *Connect* for Performance Reviews

6. Review and **edit** the statement.

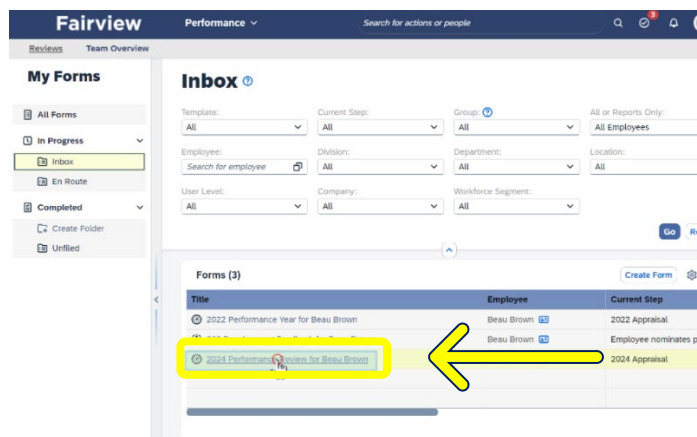


After the 1:1 Meeting

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



2. Select the Performance Review labeled with **the name of the individual** you will complete.
3. Make sure you are selecting the review form for the **correct year**.



Performance Management

Using Talent *Connect* for Performance Reviews

4. Make any needed edits to the form.

5. Select “Confirm 1:1 Meeting.”

The screenshot shows the '2024 Performance Review for Beau Brown' in the Fairview system. The form includes sections for 'Performance to Goals' and 'Summary Performance Review Comments'. A yellow arrow points to the 'Confirm 1:1 Meeting' button at the bottom right of the form.

Goal	Score	Percentage of Total Score
Performance to Goals	4.0	33.0% of total score
Reduce 90-day turnover rate	Exceeds Expectations	
Reduce the number of customer complains by 6% by December 31, 2024.	Meets Expectations	
Respect for People	Exceeds Expectations	17.0% of total score
Respect for People	Exceeds Expectations	
Continuous Improvement	Exceeds Expectations	17.0% of total score
Continuous Improvement	Exceeds Expectations	

6. Select “Send to Next Step.”

The screenshot shows the 'Route Map' section of the performance review form. It displays a sequence of steps: 1. 2024 Appraisal, 2. 2024 Leader Approval, 3. 2024 1:1 Meeting (current step), and 4. 2024 Acknow. A yellow arrow points to the 'Send to Next Step' button at the bottom right.

Performance Management

Using Talent *Connect* for Performance Reviews

Entering & Cascading Goals

Purpose

Use this document to help you navigate the steps to entering goals in Talent Connect and for leaders to cascade goals to their direct reports.

Contents

[Access Goal Forms in Talent Connect](#)

[Set Organizational or Individual Development Goals](#)

[For Leaders: Cascade Goals](#)

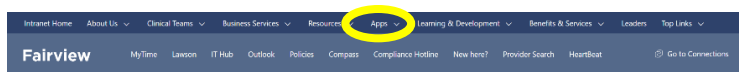
[Additional Resources](#)

Access Goal Forms in Talent Connect



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

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
TomoTrak
Web-based Paging
M Physicians: RESOURCE
M Physicians: Workday



Performance Management

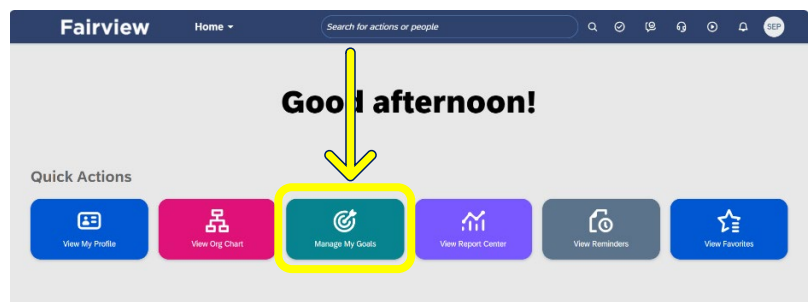
Using Talent *Connect* for Performance Reviews

3. Sign in, if required.

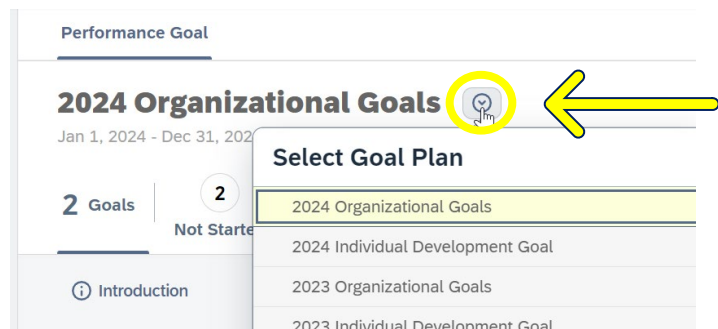
If you are logged into your computer, it will automatically sign in. If you need to log in, enter your Fairview email and password. Both are case sensitive.



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



5. 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

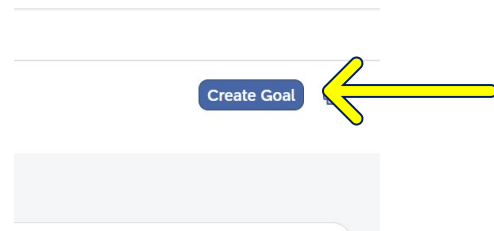


Watch a 45-second video showing you how to [Set Organizational and Individual Development Goals](#).

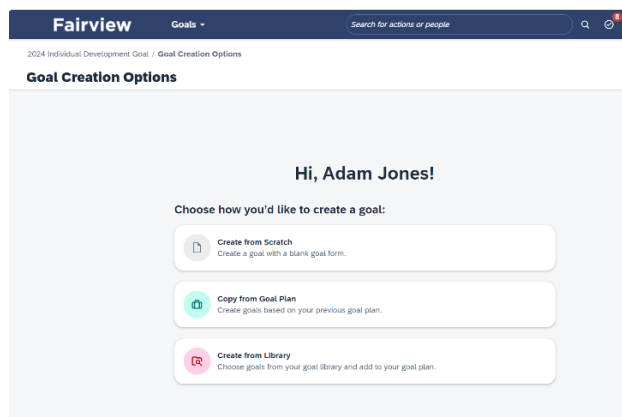
1. Select, either **“Organizational Goals,”** or **“Individual Development Goal,”** using the expander arrow next to the title on your Goals page.
 - a. Double check that you **select the correct year.**



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

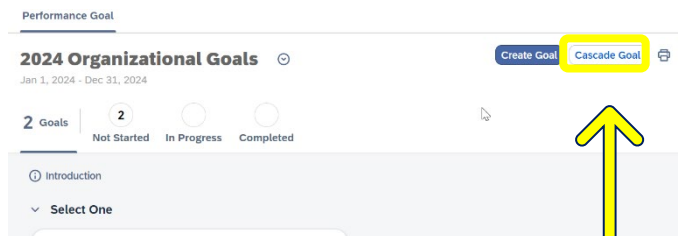
Using Talent *Connect* for Performance Reviews

For Leaders: Cascade Goals to your Team

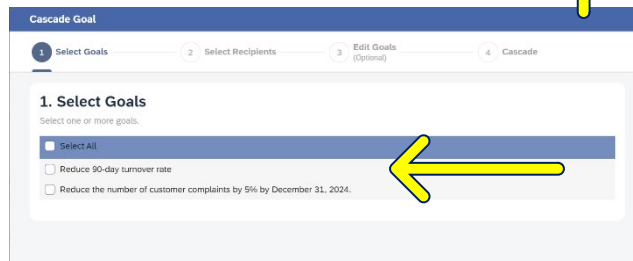


Watch a 1-minute video showing you how to [Cascade Goals to Your Team](#).

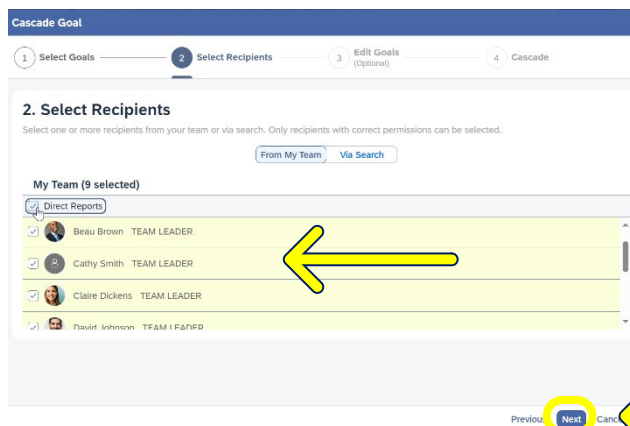
1. Select the, “**Cascade Goal**,” button at the top of the page.



2. **Select the goal** you wish to cascade to your team.



3. **Select the team member(s)** you wish to cascade the goal to. You can select your entire team by selecting “Direct Reports” at the top of the list or choose individual team members.

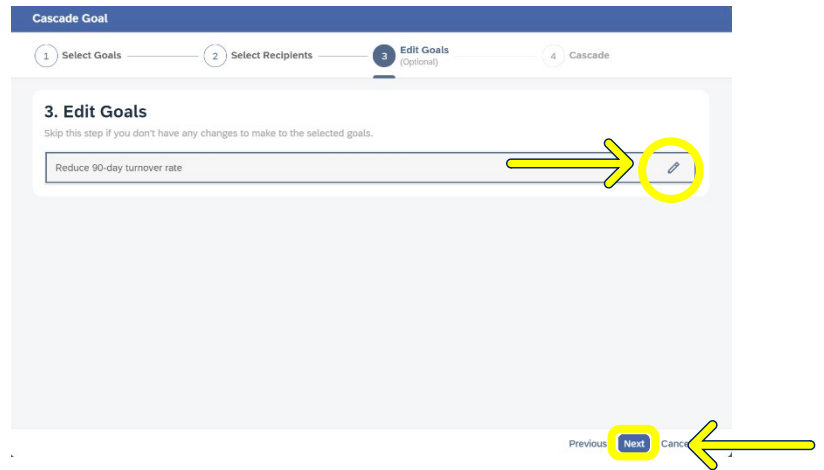


4. Click, “**Next**.”

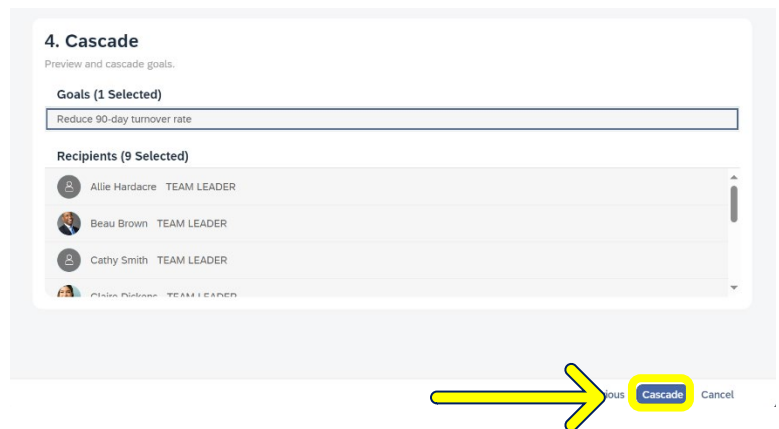
Performance Management

Using Talent *Connect* for Performance Reviews

5. **Edit the goal**, if desired, by selecting the Pencil tool in the box next to the goal.
6. Click, “**Next.**”



7. Click, “**Cascade,**” at the bottom of the screen.



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>.