Fairview Performance Review
Information for Team Members

Understanding the Performance Review

Performance Reviews support you as you grow in your career by celebrating your accomplishments and identifying areas of opportunities for development and growth.

1 SELF-APPRAISAL (OPTIONAL)	2 LEADER APPRAISAL	3 1:1 MEETING	4 ACKNOWLEDGEMENT
Every team member can comment on their performance	Your leader will complete a review form in Talent Connect.	Your leader will schedule a meeting to share feedback about your strengths and opportunities	Team Member acknowledges their copy of the review
• This step must be done first, if you choose to complete it • Showcase your work • Make comments about daily work, performance to goals, and application of the Fairview Commitments	• Daily Work (essential job functions) • Performance to Goals (organizational & individual development goals) • Fairview Commitments (guiding principles of Fairview	• Discuss feedback, accomplishments, opportunities for growth and development • Ask questions	• You will receive an email link to sign off on your review in Talent Connect • Acknowledge that you had your 1:1 conversation
DUE DECEMBER 31	LEADER	LEADER	DUE FEBRUARY 28

360 Feedback must be anonymized by leader.

Fairview requires a performance review for each employee every year. If you have more than one role in the organization, you will receive a review for the level 1 **and** level 2 positions, unless further reviews are required by a regulatory agency. Talent Connect is the application that supports this process and can be found on the Intranet home page under "Apps," "More Business Applications."

What is evaluated?

For information about how these categories are evaluated, see the Ratings Guide.

Daily Work	33%	✓ Essential job functions ✓ Skills, knowledge, abilities, and other characteristics needed for satisfactory performance of the job found in the team member's job description
Performance to Goals	33%	✓ Performance and accomplishments related to Fairview's strategic priorities and performance dimensions ✓ Each team member needs to have at least one goal in the system for the review to be completed
Fairview Commitments	34%	✓ Behaviors to help achieve our mission and vision ✓ Consider how the team member demonstrates the guiding principles of our commitments: Respect for People and Continuous Improvement

To Do: Expectations of Me

Goals	Self-Appraisal	1:1 Meeting	Acknowledgement
Due: • Prior to December 31 **Important:** • You must have at least one goal in Talent Connect to receive a review	**Due:** • Optional • Complete before December 31 **Important:** • Completed in Talent Connect • Enter comments about your work	**Due:** • Scheduled by leader before February 28 **Important:** • Discuss feedback, accomplishments, and opportunities	**Due:** • February 28 **Important:** • Electronic sign-off • Completed in Talent Connect

If You Need Help

Talk to your leader if you need help. You can also find more information specific to team members at the full resource for team members.