**Purpose**

This is a template of the Performance Review form for leaders who had an employee transfer into their department during the performance year in question. The employee’s previous leader should use this document template to complete the review and send it to the employee’s new leader. The new leader can incorporate this feedback into the employee’s Performance Review.

When entering this information in Talent *Connect*, you will need to select a Rating in the system for each category. You can then copy and paste Leader Comments into the spaces provided in Talent *Connect*.

To copy and paste into Talent Connect:

1. Use your cursor to highlight the text you wish to copy from the template.
2. Right click with your mouse and select **Copy**.



1. Click in the appropriate Managers Comments box in Talent Connect.
2. Right click with your mouse and select **Paste**.



1. Your comments have been pasted into the review form.



**Performance Review Template**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Performance Year: \_\_\_\_\_\_\_\_**

**Performance to Goals**

For the employee’s primary position, provide a rating for each goal the employee has.

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| **Performance to Goals:** Performance to Goals is the performance and accomplishments to organizational goals during evaluation period.Rating (required – see ratings below):* Exceptional
* Exceeds Expectations
* Meets Expectations
* Needs Improvement
* Unsatisfactory

Leader’s Comments (required): |

**Rating Definitions**

**Exceptional** – Key contributor and role model to fulfilling organizational goals

**Exceeds Expectations** – Accomplishments frequently exceed expectations in achieving organizational goals

**Meets Expectations** – Achieves organizational goals as written

**Needs Improvement** – Organizational goals are not consistently achieved as written

**Unsatisfactory** – Organizational goals are not achieved

**Commitments**

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| **Commitments:** The Fairview Commitments guide behaviors that help achieve our organizational mission and vision. *Respect for People* and *Continuous Improvement* are the overarching Guiding Principles of our Commitments. Please choose **one** rating to represent how well the employee exhibits all 10 Commitments. Add comments to describe how the employee specifically demonstrates the *Respect for People* and *Continuous Improvement* Commitments. A rating is required.**Note**: Most employees will fall into the “Meets Expectations” category.Rating (required – see ratings below):* Exceptional
* Exceeds Expectations
* Meets Expectations
* Needs Improvement
* Unsatisfactory

Leader’s Comments (required): |

**Ratings Definitions**

**Exceptional** – A role model and inspiration that consistently surpasses demonstrating Fairview’s 10 Commitments

**Exceeds Expectations** – A role model who consistently exceeds expectations in demonstrating Fairview’s 10 Commitments

**Meets Expectations** – Consistently demonstrates Fairview’s 10 Commitments as they are written

**Needs Improvement** – Inconsistently demonstrates Fairview’s 10 Commitments

**Unsatisfactory** – Consistently lacks demonstration of Fairview’s 10 Commitments

**Functional Excellence**

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| **Functional Excellence:** Functional Excellence is the contribution to the organization and execution of daily work during the evaluation period.Rating (required – see ratings below):* Exceptional
* Exceeds Expectations
* Meets Expectations
* Needs Improvement
* Unsatisfactory

Leader’s Comments (required): |

**Ratings Definitions**

**Exceptional** – Performance levels consistently far exceed expectations, a role model and teacher to others

**Exceeds Expectations** – Performance consistently exceeds expectations due to high quality of work

**Meets Expectations** – Performance consistently and clearly meets expectations related to the key functions of the role

**Needs Improvement** – Performance does not consistently meet expectations in quality of work

**Unsatisfactory** – Performance is consistently below expectations in quality of work

**Individual Development Goal(s)**

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| **Individual Development goal(s):** These should describe areas the employee wants to focus on growing or becoming better at. Because development can take many forms, and on different timelines, Individual Development Goals are not rated. |

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| **Summary:** In Talent *Connect*, leaders will see a calculated rating that reflects the employee’s Goals, Functional Excellence, and Commitments ratings and add comments.**Summary Comments:**  |