

# TALENT *CONNECT*

## EMPLOYEE RESOURCE GUIDE

---

### Table of Contents

- Employee Performance Evaluation and Ratings..... 2
- Talent Connect Technical Guide ..... 3
  - How to Access Talent Connect via a Mobile Device ..... 3
  - How to Enter Goals in Talent Connect ..... 4
  - Adding Comments or Updating a Goal ..... 10
  - How to Acknowledge Your Review in Talent Connect..... 10

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

### Employee Performance Evaluation and Ratings

Employees are rated in the three core areas in which they contribute to the organization:

- **Performance-to-Goals:** Performance and accomplishments that reflect progress toward achieving organizational goals.
- **Functional Excellence:** Activities, tasks and competencies performed as outlined in the job description.
- **Fairview Commitments:** The ability to consistently apply and demonstrate the 10 Commitments based on Respect for People and Continuous Improvement.

Each employee will receive a rating in each area based on a 5-point scale:

<b>5</b> EXCEPTIONAL	Key contributor and role model to fulfilling organizational goals	A role model and inspiration that consistently surpasses demonstrating Fairview's 10 Commitments	Performance levels consistently far exceed expectations, role model and teacher to others.
<b>4</b> EXCEEDS EXPECTATIONS	Accomplishments frequently exceed expectations in achieving organizational goals.	A role model who consistently exceeds expectations in demonstrating Fairview's 10 Commitments	Performance consistently exceeds expectations due to a high quality of work
<b>3</b> MEETS EXPECTATIONS	Achieves organizational goals as written	Consistently demonstrates Fairview's 10 Commitments as they are written	Performance consistently and clearly meets expectations related to the key functions of the role
<b>2</b> NEEDS IMPROVEMENT	Organizational goals are not consistently achieved as written	Inconsistently demonstrates Fairview's 10 Commitments	Performance does not consistently meet expectations in quality of work
<b>1</b> UNSATISFACTORY	Organizational goals are not achieved	Consistently lacks demonstration of Fairview's 10 Commitments	Performance is consistently below expectations in quality of work

More information about the areas and rating scales can be found at <https://odandl.org/performance-management/>

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

---

### Talent *Connect* Technical Guide

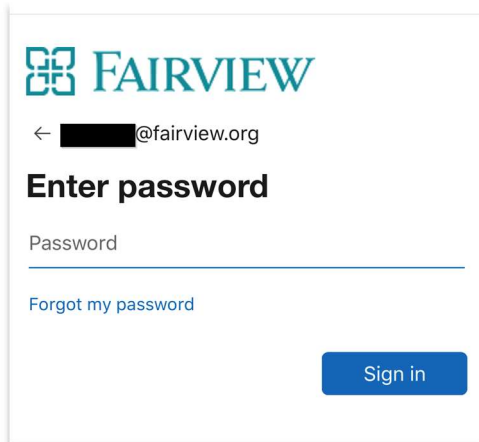
#### How to Access Talent *Connect* via a Mobile Device

1. Open your browser of choice on your mobile device (works best on Google Chrome).
2. In your browser of choice, type in <https://tinyurl.com/FairviewPM1>
3. Enter your organizational email address and click **Next**.



The screenshot shows the Fairview Sign in page. At the top left is the Fairview logo. Below it is the heading "Sign in". There is a text input field containing "UserID@Fairview.org or UserID@Healtheast.oi". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

4. Enter your password and click **Sign in**.



The screenshot shows the Fairview Enter password page. At the top left is the Fairview logo. Below it is a back arrow followed by a redacted email address "@fairview.org". Below that is the heading "Enter password". There is a text input field labeled "Password". Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

5. If prompted, complete the Two-Factor Authentication process.
6. Navigate Talent *Connect* through the tiles as you normally would.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

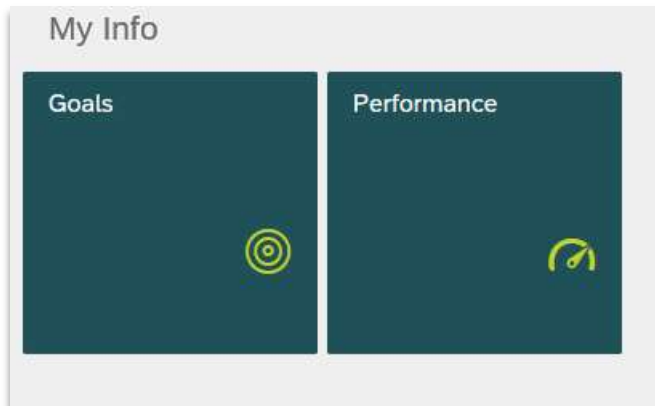
### How to Enter Goals in Talent Connect

Please follow the instructions below to enter your Goals into Talent Connect.

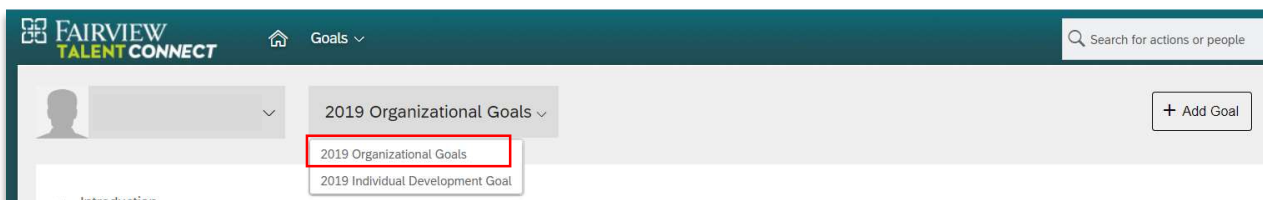
1. Access Talent Connect via the Intranet under **Applications**.



2. If prompted, enter your organization credentials (username and password).
  - a. If you are already logged into the system, you should be automatically authenticated in Talent Connect.
3. Click on the **Goals** tile on the home page.



4. Start with your **Organizational Goals**. Select **Organizational Goals for the appropriate performance year** from the drop down.

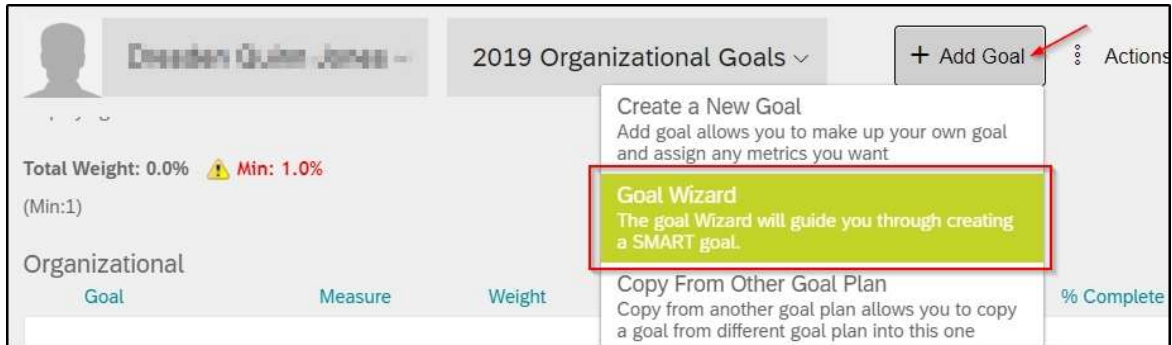


**Note:** Every employee must have at least ONE organizational goal. Organizational Goals are viewable by everyone in the organization.

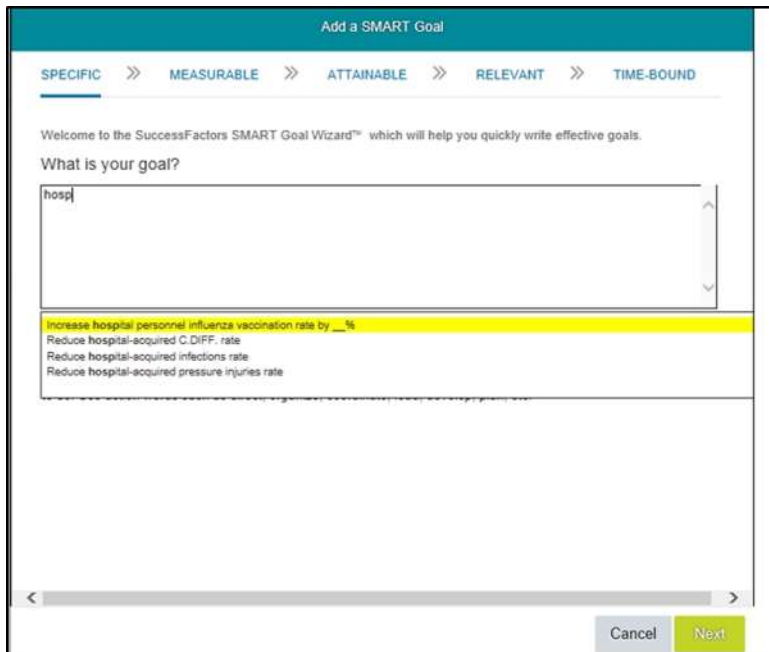
5. Click **Add Goal** at the top right of the form and choose **Goal Wizard** from the dropdown.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE



6. A new window will open. In the **What is Your Goal?** text box, you can start by typing a key word. A list of potential goals will pop up. You may choose one of the pre-loaded goals or write a new goal.



7. Click **Next** once your goal is entered.
8. Now you will choose how you will measure this goal. If you selected a pre-loaded goal, a measurement may be suggested. You can accept this or change it.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

**Add a SMART Goal**

SPECIFIC    **MEASURABLE**    ATTAINABLE    RELEVANT    TIME-

**BOUND**

Goal: Reduce hospital-acquired infections rate

How will you measure this goal?

Reduce hospital-acquired infections rate by \_\_\_

Tips: If you can't measure it, you can't manage it. Choose goals with measurable progress and establish concrete criteria for measuring the success of your goal.

Cancel    Back    **Next**

9. Click **Next** once your measurement is entered.

10. Is this goal attainable? Choose **Yes**. Choosing **No** means you cannot move forward because your goal should be attainable. Click **Next**.

**Add a SMART Goal**

SPECIFIC    MEASURABLE    **ATTAINABLE**    RELEVANT    TIME-

**BOUND**

Goal: Reduce hospital-acquired infections rate

Measure: Reduce hospital-acquired infections rate by \_\_\_

Is this goal attainable?

No     Yes

Tips: Goals must be within your capacity to reach. If goals are set too far out of your reach, you cannot commit to accomplishing them. Goals need to stretch you slightly so you feel you can do it and it will need a real commitment from you. Success in reaching attainable goals keeps you motivated.

Cancel    Back    **Next**

11. Is this goal relevant? Choose **Yes**. Choosing **No** means you cannot move forward because your goal should be relevant. Click **Next**.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

The screenshot shows the 'Add a SMART Goal' interface with the 'RELEVANT' step selected. The goal text is 'Reduce hospital-acquired infections rate' and the measure is 'Reduce hospital-acquired infections rate by \_\_\_'. The question 'Is this goal relevant?' has 'Yes' selected. A tip at the bottom states: 'Goals should be relevant. Make sure each goal is consistent with your other goals and aligned with the goals of the company, your manager, or your department.' Navigation buttons 'Cancel', 'Back', and 'Next' are at the bottom right.

12. Choose the start and end date for your goal. Click **Next** when dates are entered.

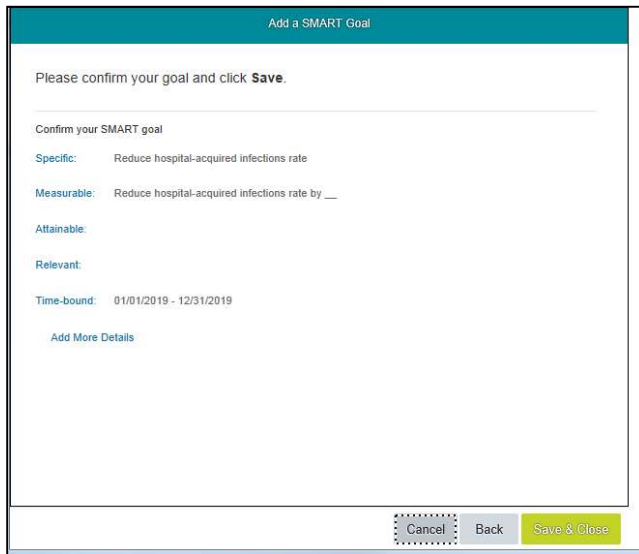
The screenshot shows the 'Add a SMART Goal' interface with the 'TIME-BOUND' step selected. The goal text is 'Reduce hospital-acquired infections rate' and the measure is 'Reduce hospital-acquired infections rate by \_\_\_'. The question 'What is your timeline?' has 'Start Date' as 01/01/2019, 'End Date' as 12/31/2019, and a calculated duration of '364 days'. A tip at the bottom states: 'Set a timeframe for the goal: for next week, in three months, end of the quarter. Putting an end point on your goal gives you a clear target to work towards. Without a time limit, there's no urgency to start taking action now.' Navigation buttons 'Cancel', 'Back', and 'Next' are at the bottom right.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

---

13. Review your goal details. To change any details, click the **Back** button. To discard the goal, click **Cancel**. If you are satisfied with the goal, click **Save and Close**.



Your newly created goal will appear on your goal form.

14. Next, you will connect your organizational goal to one of the Performance Dimensions. To do this, click the **Edit** link for your newly created goal.

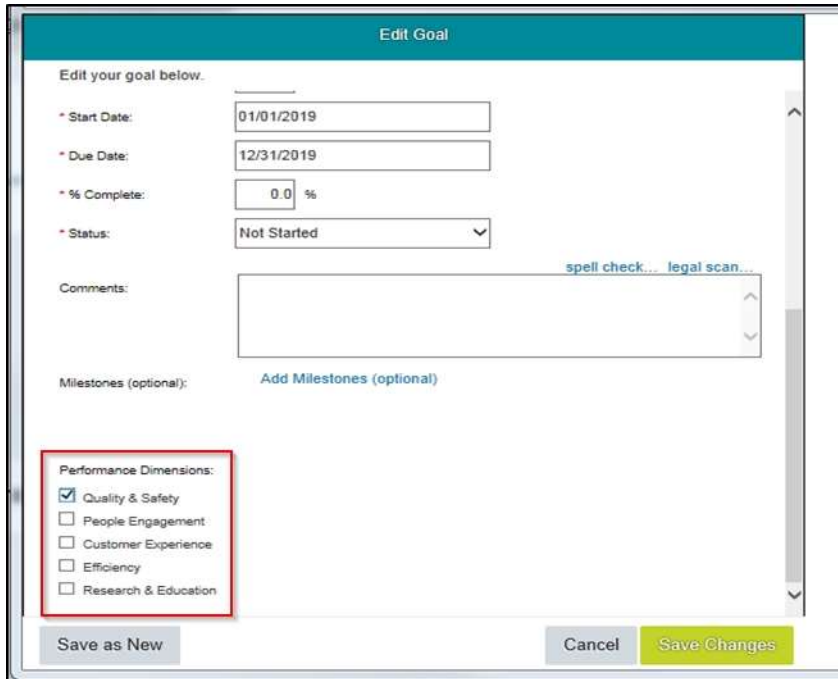


15. Scroll down to Performance Dimensions. Select the performance dimension that your goal pertains to.



# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE



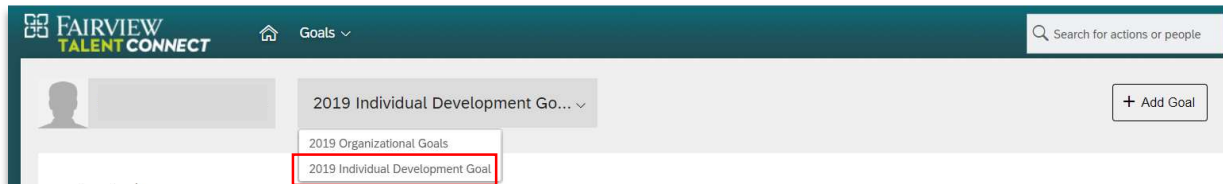
**Note:** Adding a weight to your goal is not required; however, you may add a weight if you would like to.

16. When you have made all the edits you wish to make, select **Save Changes** at the bottom of the form.

17. Repeat the process with any additional organizational goals.

18. Now you will add your Development Goal(s). Select **Individual Development Goal for the appropriate performance year** from the drop down.

**Note:** Development Goals are only viewable by you and your direct leader.



19. In the goal form, click **Add Goal** and choose **Goal Wizard**.

20. Follow the same steps to complete the entry of your development goal(s); however, there is no need to connect your development goal(s) to a Performance Dimension.

Your goals have been recorded in Talent *Connect*! You may track progress in Talent *Connect* throughout the year from the Goal tile.

**Note:** Goals entered in the Goal tile will also be displayed in the annual Performance Review form. You will be able to edit goals from the Performance Review form using the same steps as outlined above.

# TALENT CONNECT

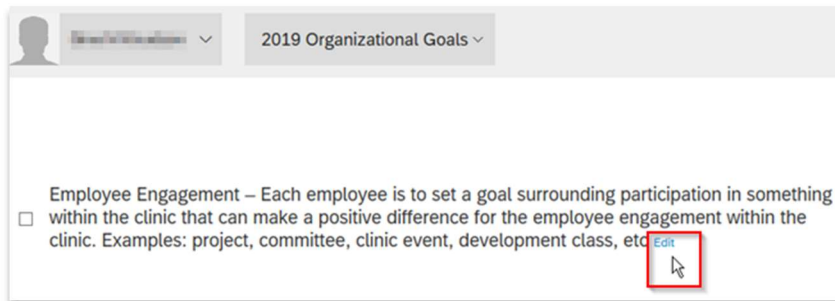
## EMPLOYEE RESOURCE GUIDE

---

### Adding Comments or Updating a Goal

Employees should update their progress to goals on a regular basis. Use the Comment box for each goal to record progress and performance management discussions with your leader.

1. Choose the goal you want to update/comment on and click **Edit**.



In the pop-up window, scroll down to comment box. Enter your comments (e.g., progress towards the goal, barriers, etc.) and the date you are adding the comment. You can also update the status of your goal, update due dates, and add milestones.

A screenshot of the goal edit pop-up window. It contains several input fields: 'Start Date' with the value '01/01/2020', 'Due Date' with the value '12/31/2020', and 'Status' with a dropdown menu set to 'On Track'. Below these is a large text area labeled 'Comments:'. At the bottom, there is a section for 'Milestones (optional):' with a blue plus icon and the text '+ Add Milestones (optional)'. There is also a small 'Cancel' button and a 'Save' button.

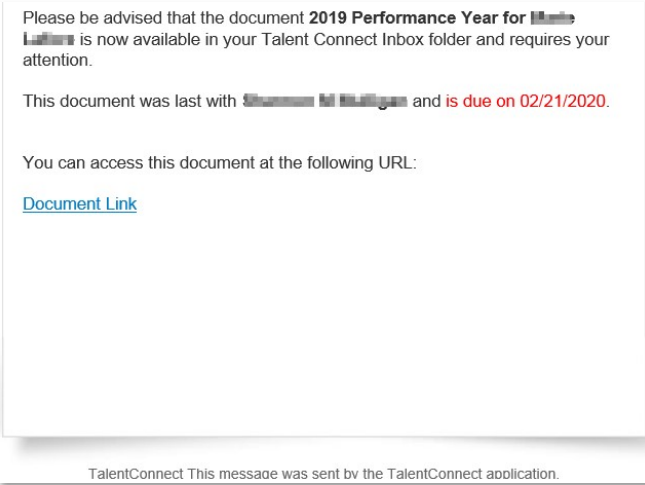
### How to Acknowledge Your Review in Talent Connect

Please follow the instructions below to acknowledge your Performance Review in Talent Connect.

1. You will receive a link via email when it is time to acknowledge your Performance Review.

# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE



2. Click the link to access Talent *Connect*. You may also access Talent *Connect* via the Intranet under **Applications**.



3. If you are not automatically authenticated, sign in your organization credentials (username and password).
4. Click on the **Review Performance** tile on the home page.



5. Click the **Acknowledgement** link in the window that opens.

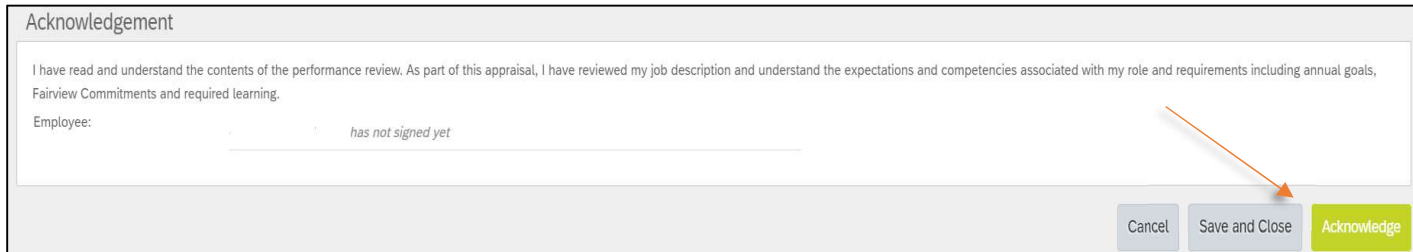


# TALENT CONNECT

## EMPLOYEE RESOURCE GUIDE

---

6. Review the Form; it should accurately summarize the feedback your leader provided in your 1:1 conversation.
7. Click the **Acknowledge** button at the bottom of the screen.



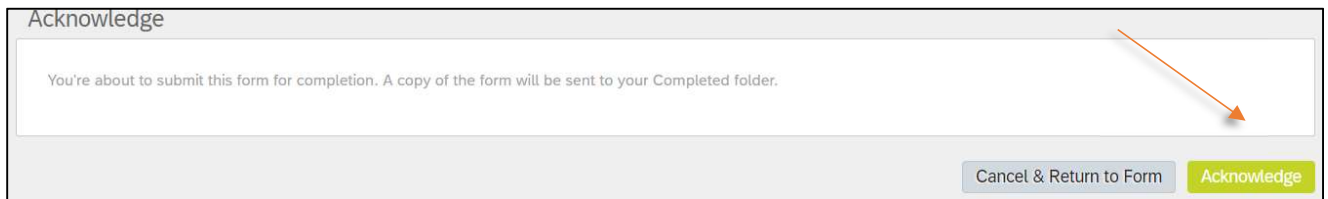
Acknowledgement

I have read and understand the contents of the performance review. As part of this appraisal, I have reviewed my job description and understand the expectations and competencies associated with my role and requirements including annual goals, Fairview Commitments and required learning.

Employee: [redacted] has not signed yet

Cancel Save and Close Acknowledge

8. On the next screen, click **Acknowledge** once more to submit the form for completion.



Acknowledge

You're about to submit this form for completion. A copy of the form will be sent to your Completed folder.

Cancel & Return to Form Acknowledge

**Note:** The review will always be available to employees in the completed forms folder.

9. Congratulations – you have completed the Performance Review!