

FY24 Performance



Information Sheet

June 2024

Some represented employees and employees using their local HR system may be part of a different review process. The information below does not apply to them.

FY24 Annual Performance Reviews

The CommonSpirit Pathways system for annual reviews will open June 24. This is the time when we review employee performance and progress toward individual performance goals. All steps of the performance review process must be completed to ensure eligibility for a merit increase, which typically are awarded in the Fall.

Following the timeline below will ensure all steps are completed by the **firm due date of Aug. 31.**

- By July 12 – Employee self-review
- By Aug. 16 – Manager review and discussion with employee
- By Aug. 31 – Employee acknowledgement

Different This Year

Easier and simpler: For easier reference, FY24 goals will be prominently displayed on the review screen in Pathways, and some instructions have been updated and streamlined.

Peer feedback relocated: Peer feedback won't appear to managers within the Manager Review but remains available under Standard Reports. A Quick Reference Guide (QRG) explaining peer feedback is available in the Performance Management toolkit. Find the toolkit on [EmployeeCentral](#) by searching "performance management toolkit" in the search bar at the top of your screen.

Peer feedback is required for some positions in magnet facilities. Employees should check with their leader regarding expectations for feedback.

Performance Review Steps

1. Employee self-review

Employees will answer the following questions, choosing a rating* or yes/no answer.

- Culture question (rating)
 - To what extent has the employee contributed to a mission-driven, high performance culture as appropriate for their role within the organization?

OR

 - To what extent has the leader advanced a mission-driven, high performance culture for their team?
- How has the employee performed in alignment with our mission? (rating)
- How has the employee's behavior aligned with our core values? (rating)
- How has the employee's progress toward goals and performance aligned with expectations? (rating)
- As an accountable team member, the employee identifies risks and hazards and reports risks and hazards appropriately. (rating)
- Has the employee completed all required compliance and training? (yes/no)
- I understand the job duties as outlined in my job description. I understand it is my responsibility to discuss any questions I may have about my job duties or job description with my immediate supervisor. (yes/no)

2. Manager review

Managers will answer the following questions, choosing a rating* or yes/no answer.

- How has the employee performed in alignment with our mission? (rating)
- How has the employee's behavior aligned with our core values? (rating)
- How has the employee's progress toward goals and performance aligned with expectations? (rating)
- As an accountable team member, the employee identifies risks and hazards and reports risks and hazards appropriately. (rating)
- Culture question (rating):
 - To what extent has the employee contributed to a mission-driven, high performance culture as appropriate for their role within the organization?

OR

 - To what extent has the leader advanced a mission-driven, high performance culture for their team?
- Has the employee completed all required compliance and training? (yes/no)

* Ratings

- Does Not Meet Minimum Expectations

- Needs Improvement
- Meets Expectations (Strong Performance)
- Exceeds Expectations
- Significantly Exceeds Expectations

3. Manager discussion

After completing the review in Pathways, the manager should meet with the employee to discuss and explain the ratings. This is a time to offer constructive feedback and answer questions.

4. Employee Acknowledgement

After the manager discussion, the employee completes the final step by acknowledging the review in Pathways.

Resources

The [Performance Hub](#) provides access to everything you need to complete performance reviews, including a link to the Performance Management toolkit, training information, learning videos and courses.

Frequently Asked Questions

Q. Are reviews required?

Yes. Reviews offer a dedicated time for feedback and discussion between managers and employees. They are a powerful tool that can help employees continue to grow and develop in their careers, fulfilling our value of Excellence.

Q. What happens if an employee doesn't complete a self-review?

Not completing the self-review will affect the employee's opportunity for a merit increase unless there are extenuating circumstances.

Q. What's the process for employees who were hired this year?

Employees hired before April 1, 2024, are included in this review process.

Q. What about employees on leave of absence (LOA)?

The performance review process can continue to move forward for employees who are on a leave of absence (LOA) without negative impact to employees or employee merit increases. Managers should complete the manager review step for employees on LOA just as they would for other employees. After the employee returns from leave,

the manager should meet with the employee to discuss the review, and then open a CommonSpirit Pathways support case in EmployeeCentral to have the review reopened for Employee Acknowledgement.

Q. Do employees have the opportunity to review their managers?

While there is not a specific “manager feedback” step in the performance process, employees are encouraged to provide feedback to managers as a part of ongoing engagement. In addition, employees have the opportunity to ensure their voice is heard by participating in **MyVoice** Surveys, which include questions about their manager’s performance. Our **MyVoice** 3P Process helps managers act on the feedback they receive through the **MyVoice** Surveys.

Q. Does the MyVoice Survey have anything to do with performance reviews?

For those who are people managers, **MyVoice** Survey results do play a part in performance reviews.

- If you’re a people manager and had five or more direct reports responding to the **MyVoice** Employee Experience Survey conducted in April and May 2024, you will receive a Leading My Team (LMT) Score.
- The LMT Score indicates the overall health of your group’s culture. It is derived from team member responses to 20 **MyVoice** Survey questions that closely align to our values, culture priorities and employee engagement.
- Up to three years of LMT Scores will be available in the Pathways system; people managers should consider this score as they complete the culture question in their self-reviews.
- The people manager’s leader also should consider the score as they rate the people manager on the culture question in their performance review.
- For easy access to the **MyVoice** Survey Engagement Portal, a link has been added to Pathways under the Performance option. Through the Culture/Engmt Improve Plans link, leaders can view team culture improvement plans and survey results in the portal.

Q. How should employees prepare?

- Reflect on your role, responsibilities, assignments and initiatives. Review your job description, if possible.
- Look at the goals you set previously. If you haven’t updated your goal progress, do so, or enter goals if you haven’t done so.
- Think about how you’d like to grow or what you’d like to achieve in the coming year.
- Watch for CommonSpirit Pathways emails with reminders to complete the self review and acknowledgement steps of the process.

Q. How should managers prepare?

- Reflect on your employees' performance and progress.
- Schedule time to complete employee reviews. Plan on 15 minutes to complete each review. Additional time, at least one hour per employee, will be needed to review the employee's goal progress, meet with the employee to discuss the review and discuss employee goals for the new fiscal year.
- Access training resources for conducting employee reviews.
- Watch for CommonSpirit Pathways emails with reminders to complete the manager review step of the process.