



FY19 reviews for team members in the Midlands

*Leader toolkit
as of Sept. 24, 2019*

FY19 review guidelines

- Access your team member review documents in the PERKS system through myPal or by [clicking here](#).
- Reviews should be based on the FY19 timeframe: Monday, Oct. 1, 2018–Monday, Sept. 30, 2019.
- A team member hired on or after Monday, July 1, 2019 will not be evaluated for FY19 and will not have a form in the PERKS system.
- Reviews are due no later than Sunday, Nov. 24, 2019.

Take these steps

1. It is recommended that you ask your team members to complete self-evaluations before you complete their reviews; however, self-evaluations are not required.
2. If additional feedback is needed, use the 'get feedback' button at the bottom of the page
3. Complete the performance review for each of your team members.
4. Schedule a meeting with your team members to discuss and make any edits to their review forms as needed.
5. Following your meeting, send the forms to your team members using the 'finalize form' button.
6. Team members then have the opportunity to make final comments.
7. Click the 'sign' button to sign off on the form; it will now appear in your completed section in PERKS.

When meeting with your team members

The most important part of the review process is the conversation between you and each of your team members.

- Plan to discuss accomplishments and strengths in the past year, as well as opportunities for development and performance improvement in the coming year.
- Provide respectful, compassionate and constructive feedback with a positive intent.
- Performance reviews should not contain feedback that would be a surprise.

Frequently asked questions

Q: What is the process for asking my team member to complete a self-evaluation?

A: Select the 'get feedback' button at the bottom of the page to send a self-evaluation form to your team member. Once complete, your team member will send the form back to you by selecting the 'finalize form' button. If you do not receive the form after your team member finalizes the form, email HRAnalytics@PrismaHealth.org.

Q: What if a former team member has a form in the PERKS system?

A: If you have a form for a team member who has left the organization, please ensure you have completed a change of status form with that team member's separation information. Doing so will automatically delete any forms from the system.

Q: What if my team member cannot access the PERKS system?

A: Each team member's PERKS username and password is the same as their network username and password. If that does not work they should call the service desk at 803-434-4357 for assistance.

Q: How should supervisors and above complete their personal review process?

A: If you are a supervisor or above, you will have a FY19 goal review form in the PERKS system. Review your goals to make sure all results are added, complete the FY19 goal review form and submit it to your leader.

Q: How do I complete a review for a team member who recently transferred to my department?

A: As the team member's new manager, you should select the 'get feedback' feature to send the form to the team member's previous manager for input. The previous manager should then send the form back to you to complete the process.

Q: Do I need to complete a review for a PRN team member who also works for Palmetto Health-USC Medical Group?

A: Yes. Your team member will have two reviews – one for Prisma Health and one for Palmetto Health-USC Medical Group.

Q: What if I have a team member that is on a leave of absence during the review period?

A: Complete the review process once the team member returns from their leave of absence.