

Alternate Reviewer

Purpose and Philosophy

The Alternate Reviewer tool is available for leaders with more than 50 direct reports, those on leave, or in cases of recent internal transfers. This tool allows you to designate another people leader who has worked with the team member as an Alternate Reviewer.



The Alternate Reviewer will provide rankings and comments for team members. While the leader remains responsible for completing the review, this can be an invaluable tool if you have a large team, will be on leave, or if a previous leader has more insight due to an internal transfer.

Process

In Talent Connect, you'll send the form directly to the Alternate Reviewer, who will complete it and return it to you. Upon receiving it, you can review, edit, and adjust rankings. While you cannot change the Alternate Reviewer's comments, you can respond to them or add your own. You can proceed to the next step if you agree with their input.



Key details about the Alternate Reviewer process:

- The Alternate Reviewer process is separate from 360 feedback and focuses on the collaborative completion of performance reviews.
- Team members will see feedback from both reviewers. If there are discrepancies, use it as an opportunity for discussion.
- Never share your personal login information. Instead, assign reviews to Alternate Reviewers directly through Talent Connect.

As the leader, you are ultimately responsible for completing the forms by the deadline.

Alternate Reviewer Continued

Planning & Communication

The Alternate Reviewer process is intended to be collaborative. Plan ahead and work with the reviewers that you've identified as early as possible.

Note that a charge nurse or lead is not considered a people leader but a peer in a specialized role. For nurse leaders, if you have a supervisor who is a people leader, you can assign performance reviews to them.

Be sure to reach out to your Alternate Reviewers early, allowing enough time for them to complete the form and return it to you. Discuss their role and the deadline, and ensure they have the resources to complete the review.

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The leader, Alternate Reviewer, and team member have different levels of access to the form at various stages, with the leader having the most visibility. Once you've reviewed the form, you'll continue the performance review process by holding a 1:1 meeting with the team member and finalizing the review.

How to complete the Alternate Reviewer process in Talent Connect

Access the [Interactive Technical User Guide](#) or [written directions](#) to find directions to complete reviews with Alternative Reviewers in Talent Connect.

Support

Support

Contact your HR Representative

Technical Issues

Submit an IT Ticket through [IT Hub](#)

Guides & Resources

[OD&L Performance Management Page & Resources](#)

