

# 2025 Performance Reviews & Compensation Increases

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## Performance Review & Compensation Process Resource

Welcome to the **Performance Review & Compensation Process** resource page! This guide will walk you through the streamlined process for completing performance reviews, determining compensation increases, and handling approvals. Please review the key dates and step-by-step instructions below. Reach out if you have any questions!

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## Key Dates

(Calendar Invites will be added to your @wellhaven.com calendar as reminders.)

- **Performance Review completion due:** March 14th
  - **Compensation Workbook distributed:** March 18th
  - **Compensation Workbook due:** March 25th
  - **Conversations with Team Members completed by:** April 4th
  - **Pay changes effective:** April 1st (reflected in the April 25th paycheck)
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## Step-by-Step Process

Here's the process, step-by-step:

### 1. Watch Performance Review Ratings Training Video

Start by watching video on how performance review ratings work, including the rating scales we're using. It explains what each rating means and how to interpret and apply them when reviewing team member performance.

### 2. Compensation Workbook: Due by March 25th

Once you've completed the performance review forms, you will receive the Compensation Workbook on **March 18th**. This workbook will allow you to input the proposed salary increases for each team member, based on their performance ratings. You will not be able to make any adjustments on the workbook after March 25<sup>th</sup>.

### 3. Submit for Approval

After completing the Compensation Workbook, Medical Operations will review and approve the raises before they are finalized and submitted to payroll.

### 4. Conversations with Team Members: Completed by April 4th

Once the reviews are completed, please begin having conversations with each team member about their review. Be prepared to discuss their performance feedback and how it relates to their compensation.

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## Important Resource Links:

- [Link to Performance Review Conversation Instructions \(Training Video 1\)](#)

- [Link to Performance Review Forms Instructions \(Training Video 2\)](#)
- [Link to Compensation Workbook Instructions \(Training Video 3\)](#)

## 15-Minute Question Sessions

If you have questions, schedule a **15-minute session** via [Book It!](#) for quick answers and clarifications.

## For Principal Doctors

Stay tuned—more details on **Practice Manager Reviews** will be shared later this week.

For further clarification, please reach out. We're here to support you throughout this process!

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