

2026 Performance Reviews & Compensation Increases

Last Modified on 03/02/2026 12:48 pm PST

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!

2026 Key Dates

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

- **Performance Review completion due:** March 13th
 - **Compensation Workbook distributed:** March 18th
 - **Compensation Workbook due:** March 25th
 - **Conversations with Team Members completed by:** April 3rd
 - **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. Watch Completing the Performance Review Forms Training Video

Next, watch Rachel's video on how to complete the performance review forms. This video will guide you through filling out the forms for each team member, ensuring you capture accurate and complete performance data.

3. Complete the Performance Review Forms: Due by March 13th

After watching the videos, it's time to complete the performance review forms. These forms are in the Knowledge Base. There are two forms, depending on the role of the team member:

- [PARA TECH/VA/KENNEL \(Cognito Form Link - Tech/VA/Kennel\)](#)
- [PARA RECEPTIONIST \(Cognito Form Link - Receptionist\)](#)

Once performance reviews are completed, scores will automatically populate in an Excel workbook for your location, so there's no need to track or write them down.

4. Upload Performance Review into Paycom – NEW!

Once your performance reviews are completed, you will receive an email with the completed review. This review should be utilized to guide you through your 1:1 Performance Review Conversations with your team

members. Please save this email as a document/pdf and upload to your employee's Paycom profile using the upload option "**2026 – Annual Performance Review**

5. **Watch Completing the Compensation Workbook Training Video**

Next, watch Bailey's video on how to complete the Compensation Workbook. This video will guide you through completing the workbook for each team member, ensuring you're aligning performance with compensation. This video will also go over the new 2025 Compensation Increases for individuals and the hospital as a whole.

6. **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 25th.

7. **Submit for Approval**

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

8. **Conversations with Team Members: Completed by April 3rd**

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.

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!
