**2023 Exempt Performance Review**

**Please submit this review to Human Resources** [**via this Google Form**](https://docs.google.com/forms/d/e/1FAIpQLSeG-8A9xsXNBPtuYYbO2rYXdcQ1bbeAKYZwqAlvjYwQ1wWmWg/viewform) **no later than May 15, 2023.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | Click or tap here to enter text. | **Employee Title:** | Click or tap here to enter text. |
| **Employee Dept:** | Click or tap here to enter text. | **Employee ID#:** | Click or tap here to enter text. |
| **Conducted By:** | Click or tap here to enter text. | **Date of Review:** | Click or tap here to enter text. |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Type Supervisor Name: | Click or tap here to enter text. | | |
|
| Supervisor Signature: |  | Date: |  |
|
| Type Employee Name: | Click or tap here to enter text. | | |
|
| Employee Signature: |  | Date: |  |
|

\*\*The signature acknowledges that this performance review was discussed but does not necessarily indicate agreement with the assessments made herein.

**Review our Holy Cross Core Competencies Below**

Competencies are the skills, behaviors, and attributes an employee has to perform their job, explaining the "how" behind the way an employee approaches their goals and responsibilities. The identified core competencies below are our organization-wide competencies that link employee performance to our institutional mission and values as reflected in our Jesuit, Catholic tradition.

|  |
| --- |
| **Collaboration -** Enhancing information, ideas, thoughts, and feelings with others in a manner that is proactive and enhances partnerships |
| **Inclusion -** Actively engaging with the values of the College by promoting a work environment that embraces diversity and demonstrating respect for the opinions and beliefs of others |
| **Innovation -** Performing one’s job with creativity and proactivity, improving procedures and problem-solving |
| **Mission/Service Orientation -** Focusing on service to others and contributing to the College’s collective mission |
| **Responsibility -** Taking ownership of one’s actions and accountability for one’s tasks and duties |
| **Manager Competencies (for those you have one or more direct report)** |
| **Employee Development -** Committing to and investing in your employees, to enable professional growth in their roles |
| **Team Management -** Overseeing the success of your employees, helping to allocate resources appropriately and support the accomplishment of common goals |

**Manager Feedback and Reflections**

|  |
| --- |
| **Key Accomplishments**: What do you consider to be this employee’s most significant accomplishments, contributions, and duties during this performance period? How did these contribute to the success of the organization? What factors supported these accomplishments/success? |
| **Evaluation of Performance**: Did the employee perform the goals established in the previous evaluation period or that were established in the past year? What factors were helpful and what factors were challenging in accomplishing these goals? |
| **Developmental Activities**: Throughout this past evaluation period, what skills did the employee focus on developing? Over the next year, what skills should the employee focus on continuing to develop and what support is available? |
| **Competencies:** After reviewing the Holy Cross core competencies listed, where do you see areas of strength for this employee and where do you see opportunities for growth? |
| **Job Description Review**: Since the last evaluation period, has this employee performed any new tasks or assumed additional responsibilities? Are any of these responsibilities not currently captured in your job description? If so, please specify. If necessary, please submit an updated job description to workforcedevelopment@holycross.edu. |

**Overall Comments:**

Supervisor: Click or tap here to enter text.

Employee: Click or tap here to enter text.

**Annual Performance Goals**

Using the below ratings and additional guidance from the Performance Evaluation Guide, provide comments and select a rating for each performance goal set for this review period (March 2022-February 2023). Adding comments with specific examples to support your rating is incredibly important. Employees are also encouraged to add comments and feedback at the end of the previous section.

|  |
| --- |
| **Performance Goals** |
| **5 – Outstanding**: For the highest performers who consistently exceed performance expectations.  **4 – Exceeds Expectations**: For superior performers who always meet and often exceed performance expectations.  **3 – Meets Expectations:** For good performers who consistently meet (and may occasionally exceed) performance standards.  **2 – Needs Improvement:** For employees who have difficulty consistently meeting performance expectations; for these employees the supervisor must manage their development and performance more closely.  **1 – Unsatisfactory:** For employees who do not meet performance expectations; contact HR for advice on a formal performance improvement plan and/or disciplinary measures. |

|  |  |
| --- | --- |
| **2022 Performance Goal 1:**  **Comments:** | **5 – Outstanding**  **4 – Exceeds Expectations**  **3 – Meets Expectations**  **2 – Needs Improvement**  **1 – Unsatisfactory** |

|  |  |
| --- | --- |
| **2022 Performance Goal 2:**  **Comments:** | **5 – Outstanding**  **4 – Exceeds Expectations**  **3 – Meets Expectations**  **2 – Needs Improvement**  **1 – Unsatisfactory** |

|  |  |
| --- | --- |
| **2022 Performance Goal 3:**  **Comments:** | **5 – Outstanding**  **4 – Exceeds Expectations**  **3 – Meets Expectations**  **2 – Needs Improvement**  **1 – Unsatisfactory** |

**2023 Performance Goal Setting**

It is highly recommended that performance goals be established based on Division, Department or College-wide goals. This year, we will have a collective focus on two key areas that we would like you to consider in your goal setting:

1. Improve administrative and operational effectiveness and efficiency.

2. Advance innovative practices and creative solutions to steward and sustain human, fiscal, and environmental resources.

Consider employee strengths and opportunities as goals are discussed and agreed upon with the employee. Assess the progress on these goals throughout the year.

|  |
| --- |
| **2023 Goal Setting** |
| **2023 Performance Goal One** |
| **2023 Performance Goal Two** |
| **2023 Performance Goal Three** |

**All forms should be saved and uploaded with the name formatted as**

**EMP HCID, EMP LAST NAME**