**2023 Non-Exempt Performance Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Employee’s signature acknowledges that this performance review was discussed with their supervisor but does not necessarily indicate agreement with the assessments made herein.

|  |  |
| --- | --- |
| **Major Responsibility/Overall Rating** | **Competency Proficiency** |
| **5 – Outstanding**: This grouping is for the highest performers who consistently exceed performance expectations.**4 – Exceeds Expectations**: This grouping is for superior performers who always meet and often exceed performance expectations.**3 – Meets Expectations**: This grouping is for good performers who consistently meet (and may occasionally exceed) performance standards.**2 – Needs Improvement**: This grouping is for employees who have difficulty consistently meeting performance expectations; for these employees the supervisor must manage their development and performance more closely.**1 – Unsatisfactory**: This grouping is for employees who do not meet performance expectations; contact HR for advice on a formal performance improvement plan and/or disciplinary measures. | **3 – Advanced**: Able to demonstrate the competency with regularity in complex situations and with a variety of stakeholders. Ability to demonstrate competency independently and to lead others in this capacity.  Adept at developing others/mentoring in relation to this competency.**2 – Proficient**: Able to demonstrate the competency in most circumstances and with regularity. Comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency more independently/with less supervision.  Actively working on developing others/mentoring in relation to this competency.**1 – Developing**: Actively working on increasing ability and effectiveness, able to demonstrate the competency in certain circumstances and with increasing regularity. Increasing comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency improved through close supervision. |

Using the Performance Management Guide, review the Core Competency guide prior to completing this section. Use the examples and behaviors provided to reflect on your employee’s performance in relation to each individual competency. Support your ratings with specific examples in the comment section.

|  |  |  |
| --- | --- | --- |
| **Collaboration*** Enhancing information, ideas, and thoughts with others in a manner that is proactive and enhances partnerships
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **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
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Innovation*** Performing one’s job with creativity and proactivity, improving procedures and problem-solving
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Mission/Service Orientation** * Focusing on service to others and contributing to the College’s collective mission
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Responsibility** * Taking ownership of one’s actions and accountability for one’s tasks and duties
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Complete only for employees who have one or more direct report:** |
| **Employee Development** * Committing to and investing in your employees, to enable professional growth in their roles
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Team Management*** Overseeing the success of your employees, helping to allocate resources appropriately and support the accomplishment of common goals
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |

**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? |
| **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 Rating: The overall rating impacts the determination of the employee’s merit increase. Please take into consideration all of the above factors when making your rating and support your reasoning in the comments below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1-Unsatisfactory** | **2-Needs Improvement**  | **3-Meets Expectations** | **4-Exceeds Expectations** | **5-Outstanding** |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Overall Comments:**

Supervisor: Click or tap here to enter text.

Employee: Click or tap here to enter text.

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

**EMP HCID, EMP LAST NAME**