**2023 Exempt Employee Self-Review**

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| **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:** | Click or tap here to enter text.      |

**Signatures**

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

**Holy Cross Core Competencies**

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.

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| **Collaboration -** Enhancing information, ideas, and thoughts 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 |

**Employee Self-Reflection**

Review your job description, the performance management guide, core competencies (above), and previous performance review (if applicable). Answer the questions below by providing specific detail. **Please submit this form to your supervisor no later than April 1, 2023.**

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| **Key Accomplishments**: What do you consider your most significant accomplishments, contributions, and duties that you performed the best or improved upon during this performance period? How did you feel these contributed to the success of the organization? What factors supported these accomplishments/success? |
| **Evaluation of Performance**: Were you able to perform the goals established in the previous evaluation period or that were established in the past year? What factors helped you accomplish these goals? What factors made it challenging for you to accomplish these goals? |
| **Developmental Activities**: Throughout this past evaluation period, what skills have you focused on developing? Over the next year, what skills to do you hope to continue to develop? How would you like to see your department/the College support you in achieving this? |
| **Future Goals:** What new goals do you look forward to accomplishing during the next review period? What are your long-term career goal or aspirations? 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.  |
| **Competencies:** Review the Holy Cross core competencies listed on the previous page, which describe our collective expectation for how we will engage in our work and with each other as a community. After reviewing the list, where do you see potential areas of strength and where do you see opportunities for growth?  |