

# Exempt Performance Management

Year \_\_\_\_\_



UNIVERSITY OF  
NOTRE DAME

Name (Last)	(First)	NDID Or NETID
Title		Department
Manager		Manager Title
Employee Signature*		Date
Manager Signature		Date
Next Level Review		Date
HR Review		Date

(\*Employee's signature indicates neither agreement nor disagreement with the summary.  
It indicates that the summary has been discussed with the employee.)

**For consistent application of the Rating Scale, refer to the full definition for each rating in the *Performance Management Process Instructions*.**

**Overall Behavioral Competency Rating:**

- Top
- Valued
- Developing
- Requires Improvement

**Overall Goal Rating:**

- Top
- Valued
- Developing
- Requires Improvement

*Contact your next level of supervision if you would like to discuss the content of this review.*

*To request a review with a Human Resources Business Partner, call askHR at 631-5900.*

## PART 1—Competency (Behaviors that demonstrate University Values)

*How you do your job. Each competency has equal weighting.*

Utilize the behavioral competency models to evaluate each item. Ratings should be based on the behaviors most commonly demonstrated by the individual.

<b>Accountability</b> Takes responsibility and ownership for decisions, actions and results. Accountable for both how and what is accomplished.				
Rating	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Behavior Examples:				
Manager Behavior Examples & Summary :				
<b>Integrity</b> Demonstrates honest and ethical behavior that displays a high moral standard. Widely trusted, respectful and honorable				
Rating	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Behavior Examples:				
Manager Behavior Examples & Summary :				
<b>Leadership in Excellence</b> Demonstrates energy and commitment to improving results, takes initiatives often involving calculated risks while considering the common good.				
Rating	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Behavior Examples:				
Manager Behavior Examples & Summary :				
<b>Leadership in Mission</b> Understands, accepts and supports the Catholic mission of the university and fosters values consistent with that mission.				
Rating	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Behavior Examples:				
Manager Behavior Examples & Summary :				

<b>Teamwork</b>				
Works cooperatively as a member of a team and is committed to the overall team objectives rather than own interests.				
Rating	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Behavior Examples:				
Manager Behavior Examples & Summary :				

## PART 2 — Goals

*What you do to help the University achieve its goals.*

### University of Notre Dame Goals

- Offer an unsurpassed undergraduate education
- Become a preeminent research university
- Ensure that the University’s Catholic character informs all endeavors of the University
- Create a sustainable culture of continuous improvement and overall service excellence to support the University’s mission
- Communicate strategically to internal and external constituents

Goals may include expectations for project goals, job duties or requirements, or other key areas of focus comprising “*what*” the individual does to accomplish work in the position. Each goal should be written in the SMART format – that is Specific, Measureable, Achievable, Realistic and Time bound.

Discuss how these goals align with the goals of the University and/or the department goals.

A typical number of goals is 3-5 for the year; however, more goals may be added to this form. When planning for the following year, use a new form to capture goals for the next performance year.

### Goals:

<b>Goal #1:</b>				
Rating:	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Results (Employee):				
Results (Manager):				

<b>Goal #2:</b>				
<b>Rating:</b>	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Results (Employee):				
Results (Manager):				
<b>Goal #3:</b>				
<b>Rating:</b>	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Results (Employee):				
Results (Manager):				

### Part 3—Supervisor Comments--Performance Summary

*Supervisor provides a brief overview of the year's performance.*

<b>Competency</b> <i>How you do your job</i>	Summary:
<b>Goals</b> <i>What you do</i>	Summary:

### Part 4—Employee Comments

*Employee provides comments about the year's performance.*

## Part 5—Development

Employee and manager work together to create a development plan that will contribute to the individual's improvement and growth in the position or their career. Consider the three areas of development strategies: Learning from Experience, Learning from Others, Learning from Education.

Complete Columns 1, 2, and 3 when setting goals at the beginning of each performance year. Note the actual results in Column 4 at the end of each performance year.

1 Developmental Goal	2 Specific Metrics	3 Action Plan	4 Results