

Non-Exempt Performance Management

Year _____



Name (Last)	(First)	NDID Or NETID
Title		Department
Manager		Manager Title
Employee Signature*		Date
Manager Signature		Date
Next Level 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 Expectations Rating:

- Top
- Valued
- Developing
- Requires Improvement

Employee would like to review with next level of supervision.

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.

Accountability		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:				
Examples of Behaviors: Employee Examples-- Manager Examples--				
Integrity		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:				
Examples of Behaviors: Employee Examples-- Manager Examples--				
Leadership in Excellence		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:				
Examples of Behaviors: Employee Examples-- Manager Examples--				
Leadership in Mission		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:				
Examples of Behaviors: Employee Examples-- Manager Examples--				

Teamwork	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:				
Examples of Behaviors: Employee Examples-- Manager Examples--				

PART 2—Expectations

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

The first three goals are at the very core of our mission—these give orientation and direction to all our efforts. The final two objectives include the activities and communications that so many are engaged in day-to-day that support the central mission of teaching and learning at a distinctively Catholic institution.

Discuss how the following *Expectations* align with the University goals.

Quantity of Work	Use of time is appropriate, plans and prioritizes work, sets and accomplishes goals, uses available resources wisely and completes assignments.			
Rating:	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Employee Examples— Manager Examples—				

Quality of Work		Work effort that consistently achieves desired outcomes without errors and problems		
Rating:	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Examples of Behaviors: Employee Examples-- Manager Examples--				

Job Knowledge		Level of job-relevant knowledge and skills needed to perform the duties and meet job requirements.		
Rating:	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Examples of Behaviors: Employee Examples-- Manager Examples--				

Additional Expectations (Optional):

Description of Expectation:				
Rating:	<u>Top</u>	<u>Valued</u>	<u>Developing</u>	<u>Requires Improvement</u>
Self Rating:				
Manager Rating:				
Examples of Behaviors: Employee Examples-- Manager Examples--				

Part 3—Supervisor Comments--Performance Summary

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

Competency – <i>How you do your job</i>	Summary:
Expectations – <i>What you do</i>	Summary:

Part 4—Employee Comments

Employee provides comments about the year's performance.

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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 Development Plan	2 Specific Metrics	3 Action Plan	4 Results