**2024 Exempt Performance Review**

**Please submit this review to Human Resources no later than April 26th, 2024**

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

**Annual Performance Goals**

Using the below ratings and additional guidance from [the Performance Evaluation Guide](https://www.holycross.edu/sites/default/files/2024-02/Performance_Management_Guide_2024.pdf), provide comments and select a rating for each performance goal set for this review period from May 2023 to April 2024 (Starting in Summer 2023 and through Academic Year 23-24). Adding comments with specific examples to support your rating is incredibly important.

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| --- | --- |
| **2023 Performance Goal 1:****Activities/Comments:****Key Competencies:** | [ ]  **5 – Outstanding** [ ]  **4 – Exceeds Expectations**[ ]  **3 – Meets Expectations**[ ]  **2 – Needs Improvement** [ ]  **1 – Unsatisfactory** |

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| **2023 Performance Goal 2:****Activities/Comments:****Key Competencies:** | [ ]  **5 – Outstanding** [ ]  **4 – Exceeds Expectations**[ ]  **3 – Meets Expectations**[ ]  **2 – Needs Improvement** [ ]  **1 – Unsatisfactory** |

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| **2023 Performance Goal 3:****Activities/Comments:****Key Competencies:** | [ ]  **5 – Outstanding** [ ]  **4 – Exceeds Expectations**[ ]  **3 – Meets Expectations**[ ]  **2 – Needs Improvement** [ ]  **1 – Unsatisfactory** |

**2024 Performance Goal Setting**

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

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| **2024 Goal Setting** |
| **2024 Performance Goal One** |
| **2024 Performance Goal Two** |
| **2024 Performance Goal Three** |

**Overall Comments:**

Supervisor: Click or tap here to enter text.

Employee: Click or tap here to enter text.

**Signatures**

|  |  |
| --- | --- |
|  |  |
| Supervisor Signature: |   | Date: |   |
|
| 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.

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

**EMP HCID, EMP LAST NAME**