

A&L Staff Performance Review Process



UNIVERSITY OF
NOTRE DAME

ARTS & LETTERS



A time for reflection....





*Standard rating
rubric across the
college*

*Transparent about
the process*

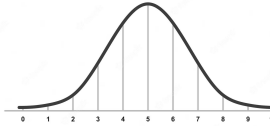
Performance Review Process Overview



**Year End
Assessment**

**Employee Self Assessment
Manager Assessment
Supervisor Preparation for Calibration Meetings**

**March 11 -
April 12**



**Calibration
Meetings**

**Supervisors: Participate and/or prepare in
Calibration Meetings**

**April 15 -
April 26**



**Performance
Review**

**Dean's Office finalizes ratings
Performance review meeting with employee**

**April 29 -
May 8**



Merit

**Budget and Dean's Office finalizes merits
Merit notification for employees**

June

Self Evaluation





Year End Assessment

Employee Self Assessment

Due April 1

eNDeavor Process

Step 1: Employee
Records Expectations



Step 2: Manager
Approves Expectations



Step 3: Employee Self
Assessment



Employee Self-Assessment

- Employee self evaluates and enters year-end rating in Endeavor (Step 3)
 - Reviews individual progress on expectations and development plan
 - Enters comments and rates individual level of achievement

Rating Scale

A++

Significantly Exceeds Expectations

A+

Exceeds Expectations

A

Meets Expectations

B

Meets some but not all expectations

C

Does not meet expectations

[Rating Scale](#)



Manager Evaluation



Year End Assessment

Manager Assessment

Due April 12

Manager Year-End Assessment

- Review employees' self assessment
- Review feedback from other individuals
- Rate on expectations and goals

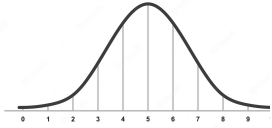
- Make note of:
 - Specific examples for employees rating
 - Do not finalize or send forward in Endeavor, place rating in spreadsheet (provided by Ashley)





-EXCELLENCE-

Calibration



Calibration
Meetings

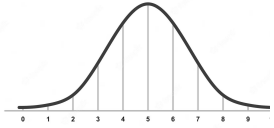
Participate in Calibration Meetings
OR

Prepare your leader/representative on your behalf

April 15 -
April 26

What is a Calibration Meeting?

- Process in which supervisors discuss their proposed employees ratings with other supervisors
- Identify common criteria and examples for each rating, making the evaluation consistent across supervisors
- We will be discussing the most important criteria to differentiate top performers, review the proposed ratings of employees and agree on standard criteria for top performers



Calibration
Meetings

Participate in Calibration Meetings
OR

Prepare your leader/representative on your behalf

April 15 -
April 26

Why do we calibrate?

- Review calibration is essential in any performance review cycle
- Ensures employees' performance evaluations are more fair and honest
- Helps us ensure that scores are based on the same standard of performance



Performance Review

Dean's Office finalizes ratings

April 29

Finalized Ratings

- The Dean's Office will review all ratings together after merit calibrations for consistency
- Supervisors will receive an email from Ashley with the final approved rating with the "OK" to conduct the performance review with the approved rating



Performance Conversation



eNDeavor Process

Performance Review

Performance review meeting with employee

May 1 - 8

Step 1: Employee
Records Expectations

Step 2: Manager
Approves Expectations

Step 3: Employee Self
Assessment

Step 4: Manager
Evaluation

Year-End Performance Review Process

- Enter comments and rating into eNDeavor
- Share overall performance rating
 - Do not discuss merit, this conversation is about performance
- Share feedback & give specific examples
 - What areas did the employee excel in this year?
 - Where are there areas for improvement?
 - Based on the rating scale, where did the employee's performance fall this past year
- Ask your employee to acknowledge and sign off in endeavor



eNDeavor Process

Performance Review

Performance review meeting with employee

May 1 - 8

Step 1: Employee
Records Expectations

Step 2: Manager
Approves Expectations

Step 3: Employee Self
Assessment

Step 4: Manager
Evaluation

Step 5: Employee Signs
Off

Employee Signs Off

Ask your employee to acknowledge and sign off in eNDeavor



Merit

Budget and Dean's Office finalizes merits
Merit notification for employees

June

18

Year-End Performance Review Process

- Based on calibration meetings and finalized performance ratings, a merit will be assigned
- All merits must be approved by the Dean's Office and Budget
- Employees and Supervisors will receive notification in June once complete

Performance Review Step	Description	Date	Owner
Employee Self-Assessment	Employees complete self-review in Endeavor	Due April 1	Employee
Manager Year-End Assessment	Manager reviews self assessment and determines' rating (nothing entered in Endeavor yet)	Due April 12	Supervisor
Calibration Meeting	Supervisors participate in Calibration Meetings OR prepare your leader to represent	April 15 - April 26	Department Chairs & Directors
Final Ratings Approved	Dean's Office provides final approval ratings based on calibration meetings	April 29	Department Chairs
Performance Review & Feedback	Manager/Employee Feedback Meeting Rating provided with clear feedback	May 1 - May 8	Supervisor
Merits Finalized	Dean's office to finalize merit Supervisors to communicate merit %	mid-June	Supervisor

A photograph of a dense forest with tall, thin trees. Sunlight filters through the canopy, creating a dappled light effect on the forest floor. The ground is covered in fallen leaves and some tree stumps. The overall atmosphere is peaceful and serene.

Don't stress, just reflect

Self Assessment is due April 3