



Date: January 8, 2024

Subject: Nazareth Performance Assessment Process Relaunch

Dear Nazareth Colleagues,

At Nazareth University, our unwavering dedication to excellence in teaching, learning, and holistic education remains resolute, with the goal of preparing students to become changemakers leading lives of significance and purpose.

As we enter a new calendar year, the emphasis on clarity of purpose and effectiveness becomes paramount in recognizing and valuing each individual's role and contribution at Nazareth University. We are pleased to announce the formal relaunch of the Nazareth Performance Assessment process.

Performance assessments gauge the alignment of an employee's performance and effectiveness with the specific requirements of their position. They serve to establish future goals, facilitate communication between supervisors and employees, and identify areas for improvement and developmental actions.

Process Overview: The Annual Performance Assessment Process is synchronized with the University's fiscal year, running from July 1 to June 30, and is structured into four sections:

- **Section 1:** Current Year Goal and Objective Setting
- **Section 2:** Mid-Year Performance Discussion
- **Section 3:** Full-Year Performance Assessment
- **Section 4:** Employee and Supervisor Acknowledgment of Full-Year Performance Discussion

Key Dates and Deadlines: Given the timing of this process relaunch,

- **By February 16, 2024**, supervisors will formally meet with their employees to document and discuss the attainment of performance objectives for the first half and set goals for the 2nd half of the academic year.
- **By July 31, 2024**, a comprehensive annual performance assessment will be finalized, including discussions and documentation of achievements measured against essential core competencies to complete most assignments successfully. The employee will be provided a copy of this assessment for acknowledgment.
- **By August 15, 2024**, the duly acknowledged performance assessments with employee and supervisor signatures will be reviewed by divisional leadership and forwarded to Human Resources.

We encourage open communication and transparency throughout the assessment process. If you have any questions or require clarification, please do not hesitate to contact your supervisor or Human Resources.

Thank you for your commitment to excellence. We look forward to a productive and successful assessment process.

Best regards,

A handwritten signature in black ink, appearing to read 'Damika M. Arnold'.

Damika M. Arnold

Chief People Officer