



for staff or supervisors

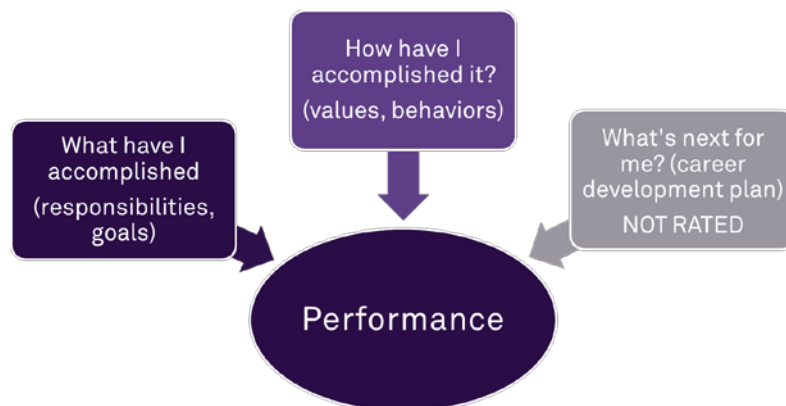
## Core Job Responsibilities

### *Performance Excellence Job Aid*

This job aid for staff reviews the definition of performance, and describes how core job responsibilities are a part of performance, and incorporated into Performance Excellence.

### What is performance?

Performance is a combination of what you do and how you do it. At Northwestern, the “what” of performance is comprised of both core job responsibilities and performance goals.



### What are core job responsibilities?

Core job responsibilities are those essential responsibilities that comprise the job and are established by the supervisor. These are often documented in the job description and remain stable throughout the year.

Some staff members may not have a current job description. Others may experience a temporary or longer-term shift in responsibilities that supersedes the job description. For these reasons, a job description alone is not always sufficient to establish core responsibilities. For Performance Excellence, core job responsibilities are the responsibilities in the job description, modified by the supervisor and understood by the employee. If changes in responsibilities are substantial and long-term, please contact your Compensation Consultant to discuss updating the job description.

### Job responsibilities within Performance Excellence

Accomplishing core job responsibilities will be considered in performance evaluation. Access the Job Responsibilities field in myHR Learn to document accomplishments and challenges related to core responsibilities throughout the year. Listing responsibilities in myHR Learn is not required.

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