

Core Job Responsibilities

Performance Excellence Annual Plan

At Northwestern, core job responsibilities are those essential responsibilities that comprise the majority of the job and are established by the supervisor. Most core job responsibilities will be documented in the job description and remain the same 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 supersede the job description. For these reasons, a job description alone is not always sufficient to establish core job 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.

Role in Performance Excellence

Accomplishing core job responsibilities is considered as essential to your performance. Access the Job Responsibilities field in myHR Learn to document your accomplishment of core responsibilities throughout the year. There is no need to list your core responsibilities in myHR Learn.

Ready to login?

learn.northwestern.edu

Access additional tools and resources:

perform.northwestern.edu

Help: For policy and process questions, contact your unit's HR Administrator.

For technical support: 847-491-4357 (1-HELP) or

consultant@northwestern.edu