

**XAVIER UNIVERSITY OF LOUISIANA
ADMINISTRATIVE STAFF INDIVIDUAL REVIEW**

Employee Name: _____

Position Title: _____

Department: _____

Name of Supervisor: _____

Title of Supervisor: _____

Evaluation Period: January 1, 2008 through December 31, 2008

OUTCOMES

List outcomes that were achieved during the review period and identify goals for the coming year.

EFFECTIVENESS ASSESSMENT

Employee's Assessment:

Supervisor's Assessment:

ACKNOWLEDGMENTS

Employee's Signature: _____

Supervisor's Signature: _____