XAVIER UNIVERSITY OF LOUISIANA
DEPARTMENT OF HUMAN RESOURCES

PERFORMANCE EVALUATION PLAN
FOR
MAINTENANCE, GROUNDS AND CENTRAL PLANT POSITIONS

Name of Employee __________________________________________

Job Title ___________________________________________________

Department ________________________________________________

___ Probationary Evaluation              Evaluation Period From _________ To ________

___ Annual Evaluation  Evaluation  Period From _________ To ________

RATING SCALE DEFINITIONS

3  Exceeds expectations: Consistently exceeds expectations, demonstrates overall excellence.

2  Meets expectations: Consistently meets expectations and performs duties and responsibilities according to established standards.

1  Unsatisfactory: Fails to perform duties and responsibilities according to standards, policies or procedures.

N/A  Not applicable: Category description does not apply to employee.

PROFICIENCIES

GENERAL SKILLS

1. Completes tasks according to work orders and written or verbal instructions.  3  2  1  N/A

2. Selects and uses tools, equipment, and appropriate materials for completing tasks.  3  2  1  N/A

3. Performs preventive maintenance on tools and equipment.  3  2  1  N/A

4. Reads instruments and takes appropriate actions.  3  2  1  N/A
GENERAL SKILLS (cont’d.)

5. Takes accurate measurements. 3 2 1 N/A
6. Cleans work area, equipment and tools when tasks are completed or as instructed. 3 2 1 N/A
7. Notifies supervisor of problems in a timely manner. 3 2 1 N/A

SAFETY

1. Performs tasks according to safety standards and procedures. 3 2 1 N/A
2. Uses hand tools and power tools safely. 3 2 1 N/A
3. Wears appropriate personal protective equipment while performing tasks. 3 2 1 N/A
4. Reports unsafe conditions or safety violations to supervisor. 3 2 1 N/A
5. Knowledgeable of OSHA or EPA standards relating to work. 3 2 1 N/A

COMMUNICATIONS SKILLS

1. Ability to listen and understand what others are communicating. 3 2 1 N/A
2. Ability to communicate verbally and in writing with others. 3 2 1 N/A
3. Ability to provide information to others relating to area of responsibility or tasks being performed. 3 2 1 N/A

CUSTOMER SERVICE SKILLS

1. Interacts with others in a courteous manner. 3 2 1 N/A
4. Works effectively with co-workers, student employees, and contract workers. 3 2 1 N/A

BEHAVIORAL SKILLS

1. Reports to work when scheduled. 3 2 1 N/A
2. Reports to work on time and return from lunch and break on time. 3 2 1 N/A
BEHAVIORAL SKILLS (cont’d.)

3. Willing to work beyond scheduled work shift if required. 3 2 1 N/A

4. Willing to adapt to changes in policies, procedures and supervision. 3 2 1 N/A

5. Wears appropriate uniform. 3 2 1 N/A

LEADERSHIP SKILLS

1. Ability to direct the work of others. 3 2 1 N/A

2. Ability to plan and organize own work and the work of others. 3 2 1 N/A

3. Ability to analyze problems and develop solutions. 3 2 1 N/A

RATING

Total Score _______________ ÷ Number of Descriptions _____ = Rating __________

FOR PROBATIONARY EMPLOYEES ONLY:

Recommended For Regular Status ____ Yes ___ No

DESCRIBE THE GOALS THAT WERE TO BE ACHIEVED DURING THE CURRENT EVALUATION PERIOD (Use additional pages if necessary):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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_________________________________________________________________________________
DESCRIBE HOW THE EMPLOYEE ACHIEVED THE GOALS FOR THE CURRENT EVALUATION PERIOD (Use additional pages if necessary):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

GOALS TO BE ACHIEVED DURING THE NEXT EVALUATION PERIOD (Use additional pages if necessary):

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_________________________________________________________________________________
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_________________________________________________________________________________

SUPERVISOR’S COMMENTS (Use additional pages if necessary):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

EMPLOYEE’S COMMENTS (Use additional pages if necessary):

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