XAVIER UNIVERSITY OF LOUISIANA
PERFORMANCE EVALUATION PLAN
FOR
NON EXEMPT

PARAPROFESSIONAL AND TECHNICAL POSITIONS

Name of Employee _____________________________
Job Title ______________________________________
Department ___________________________________

___ Probationary Evaluation Evaluation Period From_______ To __________
___ Annual Evaluation Evaluation Period From _______ To __________

RATING SCALE DEFINITIONS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Exceeds expectations:</strong> Consistently exceeds expectation and demonstrates excellence in performing duties and responsibilities.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Meets expectations:</strong> Consistently meets expectations and performs duties and responsibilities according to established standards.</td>
</tr>
<tr>
<td>1</td>
<td><strong>Unsatisfactory:</strong> Fails to perform duties and responsibilities according to standards, policies and procedures. Needs significant and immediate improvement.</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>Not applicable:</strong> Category description does not apply to employee.</td>
</tr>
</tbody>
</table>

PROFICIENCIES

1. Completes tasks according to verbal or written instructions. 3 2 1 N/A
2. Completes projects and assignments according to timelines. 3 2 1 N/A
3. Completes projects and assignments accurately. 3 2 1 N/A
4. Proficient in using appropriate software and or equipment to complete assignments. 3 2 1 N/A
5. Understands and complies with department and university policies and procedures. 3 2 1 N/A

*A list of current paraprofessional and technical job classifications are found on page 3 of the instructions for completing the Performance Evaluation Plan for Non Exempt Employees.
### ADMINISTRATIVE/TECHNICAL SKILLS (Cont’d)

6. Effectively prioritizes work.  3 2 1  N/A
7. Uses analytical skills to solve problems.  3 2 1  N/A
8. Effectively analyzes problems and develops appropriate solutions.  3 2 1  N/A

### CUSTOMER SERVICE SKILLS

1. Responds courteously to inquiries.  3 2 1  N/A
2. Able to control crisis situations.  3 2 1  N/A
3. Works effectively with co-workers.  3 2 1  N/A

### LEADERSHIP SKILLS

1. Provides effective work direction to other staff or student workers.  3 2 1  N/A
2. Effectively plans and organizes own work and the work of others  3 2 1  N/A
3. Uses analytical skills to solve problems.  3 2 1  N/A

### SAFETY

1. Performs tasks according to safety standards and procedures.  3 2 1  N/A
2. Reports unsafe conditions or safety violations.  3 2 1  N/A
3. Understands applicable OSHA regulations relating to duties and responsibilities.  3 2 1  N/A

### COMMUNICATIONS

1. Effectively listens and understands what others are communicating.  3 2 1  N/A
2. Effectively communicates verbally and in writing.  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 returns from lunch and breaks on time.  & 3  & 2  & 1  & N/A  
3. Works effectively with co-workers, students, faculty staff and public.  & 3  & 2  & 1  & N/A  
4. Willing to work beyond scheduled work hours when required.  & 3  & 2  & 1  & N/A  
5. Willing to adapt to changes in policies, procedures and supervision.  & 3  & 2  & 1  & N/A  
6. Willing to acquire new skills and knowledge.  & 3  & 2  & 1  & N/A  

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Total Score _________ ÷ No. of descriptions ______ = Rating _________

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**FOR PROBATIONARY EVALUATIONS ONLY**

The Employee is recommended for Regular Status  ____ Yes  ____ No

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

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