



Xavier University of Louisiana Individual Development Review Exempt/Managerial and Supervisory Positions

Employee's Name:	Employee's ID#	Date Initiated	<u>Effectiveness Definitions</u> A - Highly Effective: Self motivated, consistently exceeds goals, outcomes are always achieved in a timely manner and considered to be a role model by peers. B - Effective Achiever: Outcomes and goals are attained on a regular basis, sometimes expectations are exceeded, and timelines are met in performing duties and responsibilities. C - Developmental Opportunity: May achieve goals and outcomes in specific areas of responsibility, but may need to develop new or refresh current knowledge, skills and abilities to achieve desired results through training and coaching. N/A – Not Applicable: Category does not apply to the employee.
Position Title:	Length of Time in Position		
Department:			
Supervisor's Name:		Supervisor's Title:	
<input type="checkbox"/> Evaluative Period Review	Annual Review: <input type="checkbox"/> Achievement Plan <input type="checkbox"/> Final		

*A **Supervisor** is an administrative staff or academic division/department chairperson who is responsible for managing the staff employee's work schedule, outcomes and performance

INSTRUCTIONS: Please refer to the Manager's Toolkit as reference material.

Evaluative Period Review: All newly hired staff employees and staff employees who are promoted serve a ninety (90) day evaluative period. The Evaluative Period Review is to be completed and discussed with the employee at the end of their evaluative period.

Annual Review:

Initial: Discuss and develop actions needed during the year to help increase achievement where it is needed most and for completion of key projects and work assignments.
 Final: Review accomplishments from the year and determine the employee's final review level placement for each area of effectiveness.

PLEASE EVALUATE THE EFFECTIVENESS OF EMPLOYEE IN EACH CATEGORY

Effectiveness – <i>The level of knowledge, skill, or ability in a specific area.</i>	Evaluative Review	Final Review	Comments
<u>Department/Unit Management</u> Department/Unit outcomes are clearly defined.			
Department/unit engages in outcome assessment.			
The department/unit is evaluated to be highly effective in carrying out its defined mission/tasks.			
Department/unit provides high level of customer service.			
<u>Supervisory Management</u> Selects, trains, and develops competent staff.			
Effectively motivates employees to achieve their goals and outcomes.			
Completes Employee reviews in a timely manner.			
Maintains adequate staffing levels to achieve department/unit outcomes.			
Initiates and approves time records, Individual Development Reviews, EPAFs, and wage/salary increases according to University policies and procedures.			
<u>Planning & Organizing:</u> Plans ahead for those activities/projects under his/her supervision.			
Guides the development of activities/projects in appropriate direction.			
Organizes work assignments to promote productivity.			
Is receptive to constructive suggestions for change;			
Manages time effectively to achieve desired outcomes.			

Effectiveness – The level of knowledge, skill, or ability in a specific area.	Evaluative Review	Final Review	Comments
<u>Problem Solving:</u> Approaches problem solving in a systematic manner and develops solutions having practical applications.			
Able to adjust to unanticipated problems.			
Willingness to acquire new skills and knowledge.			
<u>Leadership:</u> Gains the confidence, cooperation, and respect of subordinates.			
Provides effective leadership to obtain departments goals and understand mission of university and department.			
Gives credit to others for their contributions. Works effectively as a team supervisor and promotes an effective supportive work atmosphere.			
<u>Fiscal Management</u> Respects decisions of university leadership.			
Understands and effectively manages approved budget.			
Adheres to University policies and procedures regarding requisitions, travel and grants.			
<u>Communications</u> Initiates and responds to verbal, written and electronic communications in a timely manner.			
Makes effective presentations at meetings.			
<u>Safety</u> Ensures that employees are informed about approved safety regulations.			
Completes accident reports In a timely manner and corrects unsafe working conditions.			
<u>Collegiality</u> Interacts with faculty, staff and students by exercising mutual respect, honesty and integrity.			

Achievement Plan

List goals and outcomes to be achieved during the review period.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

SUPERVISOR'S COMMENTS

EMPLOYEE'S COMMENTS

ANNUAL REVIEW

A meeting was conducted with the employee to discuss their achievement of goals and outcomes.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Next Level Management Review (if required)
Signature

Date: