



Xavier University of Louisiana Individual Development Review Exempt/Non Managerial Professional Positions

Employee Information Section

Employee's Name:	Employee's ID#	Date Initiated		<u>Definition of Employee Performance</u>
Position Title:	Length of Time in Position			
Department:				
Supervisor's Name:	Supervisor's Title:			
<input type="checkbox"/> Evaluation Period Review <input type="checkbox"/> Annual Review				
			Excellent (5)	Performance is consistently characterized by exceptionally high quality and quantity of work. These performers are individuals who repeatedly make contributions to the organization that are far above the requirements of the position, reaching a level found only in a small percentage of staff.
			Above Average (4)	Performance is above normal expectations. The individual is able to work independently with little to no instruction and initiates additional responsibilities without being asked.
			Average (3)	Performance is satisfactory and meets minimum expectations. The individual requires instruction and guidance intermittently.
			Needs Improvement (2)	Performance does not fully meet job requirements in all areas of responsibilities. The individual may demonstrate the ability to complete assignments, however, the need for further development and improvement to achieve a fully competent level of performance is clearly recognized.
			Unsatisfactory (1)	Performance does not meet the requirements of the position. The result of this overall performance rating is placement of the employee on a Performance Improvement Plan (PIP).

*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 a reference guide.

Evaluation Period Review: All newly hired staff employees and staff employees who are promoted serve a ninety (90) day evaluation period. The Evaluation Period Review is to be completed and discussed with the employee at the end of their evaluation 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. 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>	Evaluation Review	Annual 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.			
Planning & Organizing: 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.	Evaluation Review	Annual Review	Comments
Problem Solving: 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.			
Leadership: 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.			
Fiscal Management Respects decisions of university leadership.			
Understands and effectively manages approved budget.			
Adheres to University policies and procedures regarding requisitions, travel and grants.			
Communications Initiates and responds to verbal, written and electronic communications in a timely manner.			
Makes effective presentations at meetings.			
Safety Ensures that employees are informed about approved safety regulations.			
Completes accident reports In a timely manner and corrects unsafe working conditions.			
Collegiality 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: _____