



Xavier University 2011-12 Staff Employee Review Non-Exempt / Administrative Support and Technical Positions

Employee Name:	Employee ID#	Date Initiated	Status Definitions A - Highly Effective: Performs in a highly effective manner, demonstrates overall excellence and exceeds established standards. B - Effective Achiever: Performs duties and responsibilities according to established standards. C - Developmental Opportunity: Does not always meet goals/expectations and demonstrates a need for Development. N/A – Not Applicable: Category does not apply to the employee.
Position Title:	Length of Time in Position		
Department:			
Supervisor* name:	Supervisor* Title:		
<input type="checkbox"/> Evaluative Period Review	<input type="checkbox"/> Annual Review		

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

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

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

Annual Review: Review accomplishments from the year and determine the employee's final review level placement for each area of effectiveness. Cite specific examples of performance on planned actions. *NOTE: Final Review and Planning Session held together.

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	Annual Review	Comments
Administrative: Completes tasks/projects/assignments according to verbal or written instructions and in a timely manner			
Proficient in using software and equipment to complete assignments accurately and in timely manner			
Ability to prioritize and multi task in achieving desired outcomes.			
Customer Service: Responds courteously to all inquiries.			
Responds to electronic, written and verbal communications accurately and timely.			
Able to control crisis situations.			
Communications: Ability to listen and understand what others are communicating.			
Ability to communicate verbally and in writing.			
Ability to provide accurate information to others regarding area of responsibility.			
Behavioral: Reports to work on time and returns from lunch and breaks timely.			

