



## Xavier University of Louisiana 2010 Individual Development Review Non-Exempt / Maintenance, Grounds and Central Plant Positions

Employee Name:	Employee ID#	Date Initiated	<u><b>Effectiveness Definitions</b></u>  <b>A - Highly Effective:</b> Self motivated, consistently exceeds goals, outcomes are always achieved in a timely manner and considered to be a role model by peers. <b>B - Effective Achiever:</b> Outcomes and goals are attained on a regular basis, sometimes expectations are exceeded, and timelines are met in performing duties and responsibilities. <b>C - Developmental Opportunity:</b> May achieve goals and outcome 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. <b>N/A – Not Applicable:</b> Category does not apply to the employee.
Position Title:	Length of Time in Position		
Department:			
Supervisor's* Name:		Supervisor's* Title:	
<input type="checkbox"/> <b>Evaluative Period Review</b>	<b>Annual Review:</b> <input type="checkbox"/> Annual		

\*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 and all staff employees who are promoted serve a ninety (90) day probationary period. The Evaluative Period Review is to be completed and discussed with the employee at the end of their probationary period.

**Annual Review:**

**Final:** 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
<b><u>Core Tasks:</u></b> Completes tasks/projects/assignments according to verbal instructions or work orders.			
Selects and uses tools, equipment and materials that are appropriate for completing tasks.			
Performs preventive maintenance on tools and equipment.			
Takes accurate measurements and cleans work area, equipment and tools when tasks are completed.			
<b><u>Customer Service:</u></b> Responds courteously to all inquiries.			
Responds to electronic, written and verbal communications accurately and timely.			
<b><u>Behavioral:</u></b> Complies with university policies for attendance and punctuality.			
Works effectively with co-workers, students, and faculty, staff and contract workers.			
Willing to work beyond scheduled hours if required.			
Willing to adapt to changes in policies, procedures and supervision.			
Willingness to acquire new skills and knowledge.			
Wears uniform that is clean and neat			
<b><u>Safety:</u></b> Performs tasks according to safety standards and procedures.			
Reports unsafe conditions or safety violations.			
Wears appropriate personal protection equipment that is required for the work that is to be performed.			





