



Xavier University of Louisiana Individual Development Review

Non-Exempt / Maintenance, Grounds and Central Plant Positions

Employee Information Section

Employee Name:	Employee ID#	Date Initiated		Definition of Employee Performance Ratings		
Position Title:	Length of Time in Position			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.	
Department:				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.	
Supervisor's* Name:		Supervisor's* Title:		Average (3)	Performance is satisfactory and meets minimum expectations. The individual requires instruction and guidance intermittently.	
<input type="checkbox"/> Evaluation Period Review		Annual Review: <input type="checkbox"/>		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 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>	Evaluation Review	Annual Review	Comments
Core Tasks: 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.			
Customer Service: Responds courteously to all inquiries.			
Responds to electronic, written and verbal communications accurately and timely.			
Behavioral: 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			

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Supervisor Comments

Employee Comments

Acknowledgement of Annual Review

~~Meetings were conducted to set initial expectations, an interim review check and a final discussion regarding results. (Employee, supervisor and next level)~~

management acknowledge at the end of the performance management cycle)

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Next Level Management
Signature _____

Date: _____