



Xavier University of Louisiana 2011-12 Individual Development Review Non-Exempt / University Police Positions

Employee Name:	Employee 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 through training opportunities. 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"/>		

*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 EMPLOYEES 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 timely manner.			
Proficient in using software and equipment to complete assignments accurately and in timely manner.			
Ability to prioritize work, multi task, and exercise good judgment when making decisions.			
Effectively uses university resources. Investigates incidents and accidents according to law enforcement standards.			
Customer Service: Responds courteously to all inquiries.			
Mediates disputes and controls hostile situations.			
Identifies potential problems and takes appropriate actions.			
Communications: Ability to listen and understand what others are communicating.			
Ability to provide accurate information to others regarding area of responsibility.			
Responds to electronic, written and verbal communications accurately and timely.			
Effectiveness – <i>The level of knowledge, skill, or ability in a specific area.</i>	Evaluative Review	Annual Review	Comments

