



Xavier University of Louisiana Individual Development Review

Exempt / Professional (Non Administrative/Non Supervisor Position)

Employee Information Section

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|--|----------------------------|--|---|---|
| Employee's Name: | Employee's ID# | Date Initiated | Excellent (5) Above Average (4) Average (3) Needs Improvement (2) Unsatisfactory (1) | <u>Definition of Employee Performance</u> |
| Position Title: | Length of Time in Position | | | 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: | | | | 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: | | Performance is satisfactory and meets minimum expectations. The individual requires instruction and guidance intermittently. |
| <input type="checkbox"/> Evaluation Period Review | | <input type="checkbox"/> Annual Review: | | 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. |
| | | | 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 reference material.

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

Annual Review:

Final: 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 EMPLOYEES IN EACH CATEGORY.

| Effectiveness | Evaluation Period Review | Annual Review | Comments: |
|---|--------------------------|---------------|-----------|
| <u>Administrative:</u> 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. | | | |
| <u>Communications:</u> Responds in a timely manner to communications from others, ability to communicate verbally and in writing. | | | |
| Has sufficient contact with supervisor, peers and other colleagues. | | | |
| Observes proper channels in communicating with co-workers. | | | |
| <u>Decision Making:</u> Exhibits confidence in his/her decisions. | | | |
| Gathers pertinent facts before acting; consults with appropriate individuals on important decisions. | | | |

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| Consistently applies and / or adheres to policies.. | | | |
| | Evaluation Period Review | Annual Review | Comments: |
| Planning & Organizing: Plans ahead for those activities/projects under his/her supervision and guides the development of activities/projects in appropriate direction. | | | |
| Organizes work assignments to promote productivity. | | | |
| Manages time appropriately to satisfy required duties. | | | |
| Problem Solving: Approaches problem solving in a systematic basis and develops solutions having practical applications. | | | |
| Able to cope with unanticipated problems. | | | |
| Effective Leadership: Gains the confidence, cooperation, and respect of colleagues and supervisors. | | | |
| Gives credit to others for their contributions; works effectively as a team member and/or leader; promotes a friendly, supportive work atmosphere | | | |

ACHIEVEMENT AND DEVELOPMENT PLAN

Achievement Plan: List key areas of responsibility and the objectives that will be focused on during the next review period. Develop specific actions including agreed completion dates.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Annual Review

Employee Comments: Provide final results of Achievement and Development Plans.

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| Supervisor's Comments <hr/> <hr/> <hr/> | |
| Growth Plan: Identify areas for skill enhancement and future career development. <hr/> <hr/> <hr/> <hr/> | |
| Employee's Signature: | Date: |
| Supervisor's Signature: | Date |
| Next Level Of Management Review (If Required) | |
| Signature: | Date: |