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

Employee Information Section

Employee Name: Date Initiated	Employee ID#
Position Title:	Length of Time in Position
Department:	
Supervisor* name: Title:	Supervisor*
☐ Evaluation Period Review	☐ Annual Review

	Definition of Employee Performance Ratings
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.
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.
Average (3)	Performance is satisfactory and meets minimum expectations. The individual requires instruction and guidance intermittently.
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 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 – *The level of knowledge, skill, or ability in a specific area.*	**Evaluation 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.			
Effectiveness – *The level of knowledge, skill, or ability in a specific area.*	**Evaluation Review**	**Annual Review**	**Comments**
Works effectively with co-workers, students, 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.			
Safety: Performs tasks according to safety standards and procedures.			
Reports unsafe conditions or safety violations.			
Leadership: Ability to direct the work of others, including work study students.			
Ability to plan and organize own work and the work of others.			

Job Description Specific:

Development Plan (if applicable): Define actions to be taken during the review period to achieve outcomes and strengthening skills.

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:_____