



Xavier University of Louisiana Individual Development Review Non-Exempt Office of University Police (Police Officers and Dispatchers)

Employee Information Section

Employee Name:	Employee ID#	Date Initiated		<u>Definition of Employee Performance</u>
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"/>		
			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 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 – The level of knowledge, skill, or ability in a specific area.	Evaluative Review	Annual Review	Comments
Behavioral:			
Complies with university policies for attendance and punctuality.			
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.			
Wears uniforms that are neat and clean.			
Safety:			
Performs tasks according to safety standards and procedures.			
Uses equipment, including firearms in a safe manner.			
Operates motor vehicles or bicycles in a safe manner.			
Proficient in applying first aid or CPR.			
Reports unsafe conditions or safety violations.			
Leadership:			
Ability to direct the work of others.			
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 next 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: _____