

**XAVIER UNIVERSITY OF LOUISIANA
DEPARTMENT OF HUMAN RESOURCES**

**PERFORMANCE AND DEVELOPMENT PLAN FOR
MAINTENANCE, GROUNDS AND CENTRAL PLANT POSITIONS**

Name of Employee _____

Job Title _____ Department _____

_____ Probationary Evaluation Period From _____ To _____

_____ Annual Evaluation From _____ To _____

RATING SCALE DEFINITIONS

- 3 Exceeds expectation:** Performs responsibilities in a highly effective manner.
 - 2 Meets expectations:** Performs duties and responsibilities according to established standards.
 - 1 Needs improvement:** Does not meet expectations and demonstrates a need for improvement.
 - N/A Not applicable:** Category description does not apply to employee.
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CORE PROFICIENCIES

- | | | | | | |
|----|--|-------------------------|-------------------------|-------------------------|---------------------------|
| 1. | Completes tasks according to work orders written or verbal instructions. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 2. | Selects and uses tools, equipment and materials that are appropriate for completing tasks. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 3. | Uses hand or power tool safely. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 4. | Performs preventive maintenance on tools and equipment as required. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 5. | Reads instruments and takes appropriate actions. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 6. | Takes accurate measurements. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 7. | Cleans works area, equipment and tools when tasks are completed or as instructed. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |

SAFETY

- | | | | | | |
|----|--|-------------------------|-------------------------|-------------------------|---------------------------|
| 1. | Performs tasks according to safety standards. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 2. | Reports unsafe conditions or safety violations. | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |
| 3. | Knowledgeable of OSHA or EPA standards relating to | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 | <input type="radio"/> N/A |

work.

CUSTOMER SERVICE SKILLS

- | | | | | | |
|----|--|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | Responds courteously to all inquiries. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | Provides accurate information to others relating to area of responsibility or tasks being performed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

BEHAVIORIAL SKILLS

- | | | | | | |
|----|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | Complies with university guidelines for attendance and punctuality. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | Works effectively with co-workers, students, faculty, staff and contract workers. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | Willing to work beyond scheduled hours of work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | Willing to adapt to changes in policies, procedures and supervision. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | Willingness to acquire new skills and knowledge. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

RATING

Total Score _____ **+ Number of Descriptions** _____ **= Rating** _____

FOR PROBATIONARY EVALUATIONS ONLY

The Employee is recommended for Regular Status **Yes** _____ **No** _____

DESCRIBE HOW THE EMPLOYEE ACHIEVED THEIR GOALS FOR THE CURRENT EVALUATION PERIOD (Use additional pages if necessary)

DESCRIBE THE EMPLOYEE'S GOALS FOR THE NEXT EVALUATION PERIOD. (Use additional pages if necessary)

RECOMMENDATIONS FOR PROFESSIONAL DEVELOPMENT (Use additional pages if necessary)

SUPERVISOR'S COMMENTS (Use additional pages if necessary)

EMPLOYEE'S COMMENTS (Use additional pages if necessary)

COMPLETED BY:

Signature of Supervisor _____
Date

APPROVED BY THE NEXT LEVEL OF SUPERVISION (If applicable):

Signature and Title _____
Date

REVIEWED BY EMPLOYEE:

Signature of Employee _____
Date

Revised: February, 2009