

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

## **PERFORMANCE EVALUATION PLAN FOR STAFF EMPLOYEES**

### **INSTRUCTIONS**

#### **I. POLICY**

An **Employee Performance Evaluation** will be conducted for all staff employees in order to provide recognition of an individual's accomplishments, feedback on strengths and on areas that need improvement relative to job performance and behavior. The annual Employee Performance Evaluation will provide an opportunity for the employee to comment on how he or she achieved their employment goals and to comment on the supervision received. Xavier University of Louisiana reserves the right, at its sole discretion, to change the policy, procedures, format or dates for completing Performance Evaluations for Staff Employees.

#### **II. WHEN SHOULD EMPLOYEES BE EVALUATED?**

##### **Probationary Employees**

All newly hired staff employees serve a ninety (90) day probationary 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.

##### **Regular Status Employees**

All regular status staff employees (employees who have successfully completed their probationary period) are to receive an annual performance evaluation. The performance evaluation period will be from January 1 and to end on December 31. The performance evaluation is to be completed between February 1 and March 31 and returned to the Human Resources Department on or before April 15. If an employee received a probationary evaluation prior to December 31, the employee will not be given an annual evaluation until the following year.

#### **III. EVALUATION FORMS**

In order to comply with guideline established by federal enforcement and regulatory agencies, Xavier University has established a uniform standard for completing performance evaluations for all staff employees. In order to properly evaluate employees, difference forms have been established for exempt and non-exempt positions.

##### **EVALUATION FORMS FOR EXEMPT POSITIONS**

##### **FORM 1 - Administrative/Professional**

(Includes positions that are classified as Admission Counselors, Accountants, Benefits Specialist, Program Analyst, and Alumni Relations Specialist etc).

Note: A new evaluation process for managerial and supervisory employees will be developed and implemented upon approval by the President and Senior Administration.

## EVALUATION FORMS FOR NON-EXEMPT POSITIONS

### **FORM 2 – Paraprofessional and Technical**

(A listing of job classifications for employees in this category is provided for your information).

### **FORM 3 – Administrative Clerical**

### **FORM 4 – Skilled, Semi-Skilled Service and Labor Occupations**

### **FORM 5 – Campus Police Occupations**

## **IV. PROCEDURES**

### **STEP 1**

**Getting started** - The supervisor who is evaluating an employee must use the appropriate Performance Evaluation form for the employee that he or she is preparing to evaluate.

### **STEP 2**

**Preparing to complete the Evaluation Categories** – The employee’s supervisor will gather any documents, written notes, letters, disciplinary actions, comments or commendations regarding the employee’s performance or behavior.

### **STEP 3**

**Using the Rating Scale** – The supervisor first reviews the Rating Scale definitions and then rates the employee according to each evaluation description from one to three. If a performance description does not apply to the employee, then the supervisor will circle N/A.

### **STEP 4**

**Rating** – After all categories have been circled, the supervisor will add the number of points that are circled and divide the number of descriptions for which there is a one through three circled. Whenever a description has an N/A circled for an employee, the description is not included in the total score.

Total Score \_\_\_\_\_ ÷ Number of Descriptions \_\_\_\_\_ = Rating \_\_\_\_\_

**Example:** An employee with a total of 62 = **Number of Descriptions 26 = Rating of 2.38**. The Employee’s rating would match the rating scale definition of **Meets Expectations**.

### **STEP 5**

**Probationary Status Recommendation** – The supervisor is to indicate whether the employee is recommended for regular status. If the employee is not recommended for regular status, the employee should be informed as to the effective date of their separation from employment.

## **EXEMPT EMPLOYEES ONLY STEPS 6 AND 7**

### **STEP 6**

**Describe how the Employee achieved the goals during their evaluation period** – In this section the supervisor is to describe whether the employee achieved their established goals and whether the employee met expectations in achieving their goals.

### **STEP 7**

**Recommendations for Professional Development** – In this section you are to list areas where the employee needs improvement or could benefit from training.

### **STEP 8**

**Supervisor's Comments and Signature** – The supervisor is to write any comments that he or she has about the employee's performance during the evaluation period. Additional paper may be used if necessary. The supervisor signs and or approves the evaluation and either gives it to the employee for review or to the next level of supervision for approval. If the supervisor has final approval authority for the Performance Evaluation then he or she signs the form and gives it to the employee.

### **STEP 9**

**Approval by the next level of Supervision** – If the person who is the next level of supervision is required to approve the performance evaluation it is done at this step. If the approver makes recommendations for changes, they are discussed with the employee's immediate supervisor. Once an agreement on the performance evaluation is made then the approver signs the performance evaluation and returns it to the employee's supervisor. The supervisor gives it to the employee for their review and signature.

### **STEP 10**

**Employee's Comments and Signature** - The employee receives the completed evaluation form from the supervisor and writes any comments that he or she may have regarding the results of their evaluation. The employee returns the reviewed performance evaluation to their supervisor. The employee's signature does not indicate that he or she agrees or disagrees with the evaluation but indicates that he or she has received a performance evaluation.

### **STEP 11**

**Evaluation Meeting** - The supervisor schedules a meeting with the employee and discusses the performance evaluation.

### **STEP 12**

**Distribution of Copies** – The supervisor retains a copy of the signed evaluation. One copy is given to the employee and one copy is sent to the Human Resources Department for the employee's employment file.