

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

**PERFORMANCE EVALUATION PLAN
FOR
UNIVERSITY POLICE POSITIONS**

Name of Employee _____

Job Title _____

Department _____

____ Probationary Evaluation Evaluation Period From _____ To _____

____ Annual Evaluation Evaluation Period From _____ To _____

RATING SCALE DEFINITIONS

- 3 **Exceeds expectations:** Consistently exceeds expectations, demonstrates overall excellence.
- 2 **Meets expectations:** Consistently meets expectations, performs required responsibilities.
- 1 **Unsatisfactory:** Fails to perform duties and responsibilities according to standards, policies or procedures.

- N/A **Not applicable:** Category description does not apply to employee.

PROFICIENCIES

LAW ENFORCEMENT SKILLS

1. Completes tasks according to written and verbal instructions.	3	2	1	N/A
2. Understands and complies with department and university policies, procedures and regulations.	3	2	1	N/A
3. Ability to investigate incidents and accidents according to law enforcement standards.	3	2	1	N/A
4. Uses good judgment in assessing situations and making the correct decision.	3	2	1	N/A
5. Ability to mediate disputes and to control hostile situations.	3	2	1	N/A
6. Writes reports that are grammatically correct and meets law enforcement standards.	3	2	1	N/A

LAW ENFORCEMENT SKILLS (cont'd.)

7. Ability to identify potential problems and take appropriate actions.	3	2	1	N/A
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CUSTOMER SERVICE SKILLS

1. Responds courteously to all inquires.	3	2	1	N/A
2. Assist individuals in need or in crisis in a timely and courteous manner.	3	2	1	N/A

SAFETY

1. Performs tasks according to safety standards and procedures.	3	2	1	N/A
2. Reports unsafe conditions or safety violations.	3	2	1	N/A
3. Uses equipment including firearms in a safe manner.	3	2	1	N/A
4. Skilled in applying first aid or CPR.	3	2	1	N/A
5. Operates motor vehicles in a safe manner.	3	2	1	N/A
6. Report motor vehicle maintenance problems in a timely manner.	3	2	1	N/A
7. Bicycle patrol officers operate bicycles in a safe manner.	3	2	1	N/A

COMMUNICATION SKILLS

1. Ability to listen and understand what others are saying or writing.	3	2	1	N/A
2. Ability to provide accurate information to others.	3	2	1	N/A
3. Communicates with others in a courteous and professional manner.	3	2	1	N/A
4. Provides effective and accurate information to offices in the field.	3	2	1	N/A
5. Effectively dispatches officers according to the reported situation.	3	2	1	N/A

BEHAVIORIAL SKILLS

1. Reports to work when scheduled.	3	2	1	N/A
2. Reports to work on time and returns from lunch and breaks on time.	3	2	1	N/A
3. Works effectively with co-workers, students, faculty and staff and contract workers.	3	2	1	N/A
4. Willing to work beyond scheduled work shift if required.	3	2	1	N/A
5. Willing to adapt to changes in policies, procedures and supervision.	3	2	1	N/A
6. Willing to learn new tasks.	3	2	1	N/A
7. Uniforms is worn in a clean and neat manner.	3	2	1	N/A
8. Keeps work area neat and clean	3	2	1	N/A

LEADERSHIP SKILLS

1. Ability to direct the work of others.	3	2	1	N/A
2. Ability to plan and organize own work and the work others.	3	2	1	N/A
3. Ability to analyze problems and develop solutions.	3	2	1	N/A
4. Ability to effectively train other staff.	3	2	1	N/A

RATING

Total Score _____ ÷ Number of Descriptions _____ = Rating _____

FOR PROBATIONARY EMPLOYEES ONLY:

Recommended For Regular Status ___ Yes ___ No

DESCRIBE THE GOALS THAT WERE TO BE ACHIEVED DURING THE CURRENT EVALUATION PERIOD (Use additional pages if necessary):

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

GOALS TO BE ACHIEVED DURING THE NEXT EVALUATION PERIOD (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:

Signature and Title

Date

REVIEWED BY:

Signature of Employee

Date