

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

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

Name of Employee \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_ Probationary Evaluation                      Evaluation Period From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_ Annual Evaluation                              Evaluation Period From \_\_\_\_\_ To \_\_\_\_\_

**RATING SCALE DEFINITIONS**

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- 3 Exceeds expectations:** Consistently exceeds expectations, demonstrates overall excellence.
  - 2 Meets expectations:** Consistently meets expectations and performs duties and responsibilities according to established standards.
  - 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.
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**PROFICIENCIES**

**GENERAL SKILLS**

|   |   |   |   |     |
|---|---|---|---|-----|
| 1. Completes tasks according to work orders and written or verbal instructions.       | 3 | 2 | 1 | N/A |
| 2. Selects and uses tools, equipment, and appropriate materials for completing tasks. | 3 | 2 | 1 | N/A |
| 3. Performs preventive maintenance on tools and equipment.                            | 3 | 2 | 1 | N/A |
| 4. Reads instruments and takes appropriate actions.                                   | 3 | 2 | 1 | N/A |

### **GENERAL SKILLS (cont'd.)**

|   |   |   |   |     |
|---|---|---|---|-----|
| 5. Takes accurate measurements.   | 3 | 2 | 1 | N/A |
| 6. Cleans work area, equipment and tools when tasks are completed or as instructed. | 3 | 2 | 1 | N/A |
| 7. Notifies supervisor of problems in a timely manner.                              | 3 | 2 | 1 | N/A |

### **SAFETY**

|  |   |   |   |     |
|--|---|---|---|-----|
| 1. Performs tasks according to safety standards and procedures.            | 3 | 2 | 1 | N/A |
| 2. Uses hand tools and power tools safely.                                 | 3 | 2 | 1 | N/A |
| 3. Wears appropriate personal protective equipment while performing tasks. | 3 | 2 | 1 | N/A |
| 4. Reports unsafe conditions or safety violations to supervisor.           | 3 | 2 | 1 | N/A |
| 5. Knowledgeable of OSHA or EPA standards relating to work.                | 3 | 2 | 1 | N/A |

### **COMMUNICATIONS SKILLS**

|  |   |   |   |     |
|--|---|---|---|-----|
| 1. Ability to listen and understand what others are communicating.                                       | 3 | 2 | 1 | N/A |
| 2. Ability to communicate verbally and in writing with others.   | 3 | 2 | 1 | N/A |
| 3. Ability to provide information to others relating to area of responsibility or tasks being performed. | 3 | 2 | 1 | N/A |

### **CUSTOMER SERVICE SKILLS**

|  |   |   |   |     |
|--|---|---|---|-----|
| 1. Interacts with others in a courteous manner.                                | 3 | 2 | 1 | N/A |
| 4. Works effectively with co-workers, student employees, and contract workers. | 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 return from lunch and break on time. | 3 | 2 | 1 | N/A |

**BEHAVIORIAL SKILLS (cont'd.)**

|   |   |   |   |     |
|---|---|---|---|-----|
| 3. Willing to work beyond scheduled work shift if required.             | 3 | 2 | 1 | N/A |
| 4. Willing to adapt to changes in policies, procedures and supervision. | 3 | 2 | 1 | N/A |
| 5. Wears appropriate uniform.   | 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 of others. | 3 | 2 | 1 | N/A |
| 3. Ability to analyze problems and develop solutions.            | 3 | 2 | 1 | N/A |

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**RATING**

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

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**FOR PROBATIONARY EMPLOYEES ONLY:**

Recommended For Regular Status \_\_\_ Yes \_\_\_ No

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

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

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**GOALS TO BE ACHIEVED DURING THE NEXT EVALUATION PERIOD (Use additional pages if necessary):**

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**SUPERVISOR'S COMMENTS (Use additional pages if necessary):**

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**EMPLOYEE'S COMMENTS (Use additional pages if necessary):**

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**REVIEWED/APPROVED BY:**

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date