

**XAVIER UNIVERSITY OF LOUISIANA  
PERFORMANCE EVALUATION PLAN  
FOR  
NON EXEMPT**

**PARAPROFESSIONAL AND TECHNICAL 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 expectation and demonstrates excellence in performing duties and responsibilities.
- 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 and procedures. Needs significant and immediate improvement.
- N/A Not applicable:** Category description does not apply to employee.

**PROFICIENCIES**

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1. Completes tasks according to verbal or written instructions.	3	2	1	N/A
2. Completes projects and assignments according to timelines.	3	2	1	N/A
3. Completes projects and assignments accurately.	3	2	1	N/A
4. Proficient in using appropriate software and or equipment to complete assignments.	3	2	1	N/A
5. Understands and complies with department and university policies and procedures.	3	2	1	N/A

\*A list of current paraprofessional and technical job classifications are found on page 3 of the instructions for completing the Performance Evaluation Plan for Non Exempt Employees.

### **ADMINISTRATIVE/TECHNICAL SKILLS (Cont'd)**

6. Effectively prioritizes work.	3	2	1	N/A
7. Uses analytical skills to solve problems.	3	2	1	N/A
8. Effectively analyzes problems and develop appropriate solutions.	3	2	1	N/A

### **CUSTOMER SERVICE SKILLS**

1. Responds courteously to inquires.	3	2	1	N/A
2. Able to control crisis situations.	3	2	1	N/A
3. Works effectively with co-workers.	3	2	1	N/A

### **LEADERSHIP SKILLS**

1. Provides effective work direction to other staff or student workers.	3	2	1	N/A
2. Effectively plans and organizes own work and the work of others	3	2	1	N/A
3. Uses analytical skills to solve problems.	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. Understands applicable OSHA regulations relating to duties and responsibilities.	3	2	1	N/A

### **COMMUNICATIONS**

1. Effectively listens and understands what others are communicating.	3	2	1	N/A
2. Effectively communicates verbally and in writing.	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 staff and public.	3	2	1	N/A
4. Willing to work beyond scheduled work hours when 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 acquire new skills and knowledge.	3	2	1	N/A

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**Total Score** \_\_\_\_\_ ÷ **No. of descriptions** \_\_\_\_\_ = **Rating** \_\_\_\_\_

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**FOR PROBATIONARY EVALUATIONS ONLY**

**The Employee is recommended for Regular Status** \_\_\_\_ Yes \_\_\_\_ No

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**GOALS TO BE ACHIEVED DURING 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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**COMPLETED BY:**

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

\_\_\_\_\_  
Date

**REVIEWED BY:**

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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

\_\_\_\_\_  
Date