

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

**PERFORMANCE EVALUATION PLAN
FOR
EXEMPT PROFESSIONAL, ADMINISTRATIVE AND
INFORMATION TECHNOLOGY 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 meet expectations.
- N/A Not applicable:** Category description does not apply to the employee.
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PROFICIENCIES
ADMINISTRATIVE SKILLS

1.	Understands goals and outcomes for department or unit.	3	2	1	N/A
2.	Plans own work to achieve desired results.	3	2	1	N/A
3.	Understands university and department guidelines, policies and procedures.	3	2	1	N/A
4.	Completes projects and tasks accurately and on time.	3	2	1	N/A

ADMINISTRATIVE SKILLS (Cont'd)

5.	Proficient in using technology to complete assignments.	3	2	1	N/A
6.	Able to identify and analyze problems and develop appropriate solutions.	3	2	1	N/A
7.	Exercises good judgment in making decisions.	3	2	1	N/A
8.	Uses university resources in an efficient manner.	3	2	1	N/A
9.	Understands and correctly interprets laws and regulations relating to area of responsibility.	3	2	1	N/A

FISCAL RESPONSIBILITIES

1.	Adheres to university policies and procedures regarding expenditures.	3	2	1	N/A
2.	Submits invoices and requisitions for approval in a timely manner.	3	2	1	N/A

CUSTOMER SERVICE SKILLS

1.	Responds courteously to all inquiries.	3	2	1	N/A
2.	Returns telephone calls or answers correspondence in a timely manner.	3	2	1	N/A
3.	Able to control crisis situations.	3	2	1	N/A

COLLEGIALITY

1.	Works responsively with faculty, staff and students in day-to-day activities.	3	2	1	N/A
2.	Interacts with faculty, staff and students by exercising mutual respect, honesty and integrity.	3	2	1	N/A
3.	Works effectively with others to achieve department or university goals.	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.	Knowledgeable of OSHA standards relating area of responsibility.	3	2	1	N/A

COMMUNICATIONS

1.	Composes effective and grammatically correct correspondence.	3	2	1	N/A
2.	Demonstrates effective verbal and written communications skills.	3	2	1	N/A
3.	Makes effective presentations at meetings.	3	2	1	N/A
4.	Responds to electronic, written and verbal communications in a timely manner.	3	2	1	N/A

BEHAVIORIAL SKILLS

1.	Complies with university guidelines for attendance and punctuality.	3	2	1	N/A
2.	Willing to work beyond scheduled work hours when required.	3	2	1	N/A
3.	Willing to adapt to changes in policies, procedures and supervision.	3	2	1	N/A
4.	Willing to acquire new skills and knowledge.	3	2	1	N/A
5.	Wears appropriate attire for work.	3	2	1	N/A

PROFESSIONAL DEVELOPMENT

1.	Keeps current with trends in profession.	3	2	1	N/A
2.	Acquires and utilizes knowledge appropriately.	3	2	1	N/A

PROBATIONARY EMPLOYEES ONLY:
Recommended For Regular Status ___ Yes ___ No

RATING

Total Score _____ + Number of Descriptions _____ = Rating _____

DESCRIBE THE GOALS THAT WERE TO BE ACHIEVED DURING THE CURRENT EVALUATION PERIOD:

DESCRIBE HOW THE EMPLOYEE ACHIEVED THE GOALS FOR THE CURRENT EVALUATION PERIOD:

RECOMMENDATIONS FOR PROFESSIONAL DEVELOPMENT:

DESCRIBE THE EMPLOYEE'S GOALS FOR THE NEXT EVALUATION PERIOD:

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

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

COMPLETED BY:

Signature of Supervisor

Date

REVIEWED BY:

Signature of Employee

Date

APPROVED BY:

Signature and Title

Date