Annual Performance Reviews for Staff

**Frequently Asked Questions**

**Question:** What is the timeframe to complete annual reviews this year?

**Answer:** For 2017, the timeframe is April 3rd – May 5th. Please check with your supervisor as division leaders may have specific timeframes for completing reviews.

**Question:** Will every member of the university complete the performance review form?

**Answer:** All exempt and non-exempt staff employees will complete the performance review form.

**Question:** Will the annual review form be the same for hourly and exempt employees?

**Answer:** Yes. All Xavier staff will be assessed on the institutional values and core competencies along with their individual goals and job responsibilities.

**Question:** Does this review period cover this fiscal year (July 2016 – June 2017)?

**Answer:** In short, yes. But more accurately, it covers an employee’s activity since his/her review last year.

**Question:** How do I set individual goals when my job doesn’t change and I perform the same tasks every day?

**Answer:** All staff positions at Xavier should have specific goals. Section 3 of the Annual Performance Review form allows you to enter goals. Your goals typically address things you want to accomplish over and above your day-to-day responsibilities. You may want to refer to your department goals when setting your own goals to help ensure that your goals support the department’s goals. Section 4 of the Annual Performance Review form addresses your job responsibilities. When documenting your job responsibilities, you may want to refer to your position description.

**Question:** Who should set my goals, me or my manager?

**Answer:** Managers and direct reports should set goals together. The intent is not to be prescriptive about it, but rather to set objectives in a collaborative setting. Each
department should articulate department goals to staff at the beginning of the year so that individual goals can be based on and support department goals.

Here is an example of a collaborative way to set goals for a team:

A supervisor could identify two department goals and have each team member develop these for a planning conversation. The two team goals could be set as a group with individuals having specific goals and timelines to support the team goals. Then, the supervisor may assign a few key goals and ask his/her team to develop their measures. This collaboration allows for ownership by the employees and ensures that all parties understand what is expected of them.

**Question:** Can my goals change during the year?

**Answer:** It is possible that a change in organizational structure, a shifting of responsibilities, or any other number of changes could cause goals to be added, modified or even deleted. Frequent communication between supervisors and employees will help to ensure a common understanding of their goals.

**Question:** What are the performance ratings? How were they chosen?

**Answer:** The performance ratings are:
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets Expectations
4 – Exceeds Expectations
5 - Exceptional
These ratings were chosen based on best practices and employee feedback. An explanation of each rating can be found on the Annual Performance Review form.

**Question:** How do the performance ratings relate to the merit increases?

**Answer:** A range for percent increases (merit) are assigned to each performance rating. These guidelines are communicated to managers during annual review time. An employee’s merit increase is tied directly to his/her performance rating. An employee’s position in his/her salary range is another factor that may impacting the salary increase.

**Question:** Can the Annual Performance Review form be used to assess GA’s performance?

**Answer:** Student Employment has a form intended for evaluation Graduate Assistants. For more information, please contact the On-Campus Employment Coordinator in the Career Development Office.