



XAVIER UNIVERSITY

Performance Reviews

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

All Xavier University staff members will participate in a review of their performance at the end of the Introductory Period and then annually.

Employees who transfer and/or are promoted to a new position will be reviewed three months after they begin their new position. As with new employees, if expectations are not met during this period the employee may be terminated.

Review periods may be extended at the discretion of the supervisor in consultation with the Office of Human Resources.

Performance reviews shall be maintained in the employee's personnel file located in the Office of Human Resources.

B. PROCEDURE

1. Reporting Periods

Performance reviews are completed annually. In addition to the annual review, supervisors and employees are encouraged to meet semi-annually for a coaching session to discuss overall work performance and revisit established goals making adjustments as necessary.

2. Performance Review Forms

Supervisors and employees are to utilize the performance management review forms located on both the Portal and the Office of Human Resources webpage.

3. Process

The employee performance review process is structured to facilitate dialogue between the supervisor and the employee. The recommended practice is for the supervisor and employee to meet to review and discuss the employee's performance, finalize the review form and set goals for next year.

Other applicable policies and/or resources:

The Introductory Period