



## **Annual Performance Reviews for Staff**

### **Frequently Asked Questions**

- Question:** What is the timeframe to complete annual reviews?
- Answer:** Reviews must be completed by May 15. Please check with your supervisor as division leaders may have specific timeframes for completing reviews.
- Question:** I work remotely for the most part. Is a wet-ink signature required on the performance review form?
- Answer:** Instances of the performance review meeting being conducted virtually are increasing. An electronic signature, or a typed signature initialed by the supervisor, are both acceptable.
- 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. They can use the traditional form or the abbreviated form.
- Question:** How is the abbreviated form different from the traditional form?
- Answer:** The abbreviated form covers the same areas as the traditional (Institutional Values, Core Competencies, Job Responsibilities, Goals, and Overall Performance). However, the description of the employee's performance is documented in one single section addressing all of those areas.
- Question:** Who should choose which form is to be used, the supervisor or the employee?
- Answer:** The supervisor will make the choice.
- Question:** Does this review period cover this fiscal year?
- 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 resources are available to employees, including supervisors, to help when drafting a review or setting goals?

**Answer:** The [Performance Management Page](#) of the HR website provides a number of tools to assist employees. Employees are also encouraged to reach out their HR Business Partners or their supervisors with any specific questions

**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:** Does my rating from last year play a role in this year's review?

**Answer:** No. The annual review addresses only performance for this past review year.

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

**Answer:** Student Employment has a form intended for evaluation of Graduate Assistants. For more information, please contact the Student Employment Manager, Vicki Clary (claryv@xavier.edu) in the Office of Human Resources.