

Performance Review Process 2023



Where do I find Performance Review Information?

- From the employee hub page
- Choose 'Human Resources'
- Then choose 'Human Resources Website'
- Select Manager Resources
- You'll find "Performance Management" in the left-side navigation list
 - Forms, FAQs and other helpful material are located on this page



In years where the merit pool is small, or perhaps non-existent, why do we have performance reviews?

- Provides a record of performance for a particular year
- Sets common understanding between employee and supervisor for goals and behavior
- Builds a foundation of open and continued communication and follow-up



Performance Review Forms

- There are two options for the performance review form
 - Annual Performance Review Form
 - Abbreviated Annual Review Form
- Supervisor chooses which form will be used
- Both forms cover the same categories
 - Institutional Values
 - Core Competencies
 - Organization and Individual Goals
 - Job Responsibilities
 - Overall Performance Rating
- Both forms are available on the Performance Review page of the Human Resources web site



Abbreviated Form

- Employee and supervisor provide ratings for each category above
- But there is only one section to describe and explain performance.
- One section to cover
 - Institutional Values
 - Core Competencies
 - Job Responsibilities
 - Goals
 - Overall comments



Performance Review Process

- Supervisor schedules the review meeting
- Employee and supervisor exchange completed review forms 24 hours before review meeting
- Annual review meeting is held
- Supervisor combines employee and supervisor comments and ratings onto a single form
 - Provides combined review to employee
 - Employee adds comments as needed
 - Employee and supervisor sign final form
- Supervisor provides copy of final version to employee, sends original to department head



Performance Review Process

Final steps

- Department head sends all reviews for department to the Dean or division leader
- Dean or division leader sends all reviews to their SLC member
- SLC member sends all reviews to Human Resources



Performance Review Timeframe

April 1st - June 30th

Check with your supervisor

Division leaders may have a division specific timeframe for completing reviews



Xavier's 5-Point Scale

1 = Unsatisfactory

- An overall rating of 1 means significant improvement is needed and the employee will be placed on a PIP (performance improvement plan)

2 = Needs Improvement

- A PIP (performance improvement plan) may be needed for an overall rating of 2

3 = Meets Expectations

- Where the majority of employees fall, both in overall rating and in most categories

4 = Exceeds Expectations

- Reserved for those who consistently exceed expectations

5 = Exceptional

- Reserved for performance that is excellent or extraordinary
- It does not mean just 'very good' performance



Xavier's 5-Point Scale

- Applies to
 - Institutional Values
 - Core Competencies
 - Organization and Individual Goals
 - Job Responsibilities
 - Overall Performance Rating



**Before
Meeting**

During
Meeting

After
Meeting



Planning & Preparation

Completing your self-assessment

- Block out time write self-assessment
- Know your position
- Refer to notes, status reports, etc.
- Be thorough, honest and specific
- Showcase your performance



Before
Meeting

**During
Meeting**

After
Meeting



Performance Review Meeting

- Participate
- Make this a 2-way conversation
- Ask questions
- Listen



Performance Review Meeting

Set an appointment
to discuss and document
goals for next year

And remember:

Goals are fluid



Before
Meeting

During
Meeting

**After
Meeting**



After the Meeting

- Supervisor combines employee and supervisor comments onto the form
- Employee and supervisor sign the final review form
- Supervisor provides copy to employee, sends original to department head





Questions about the performance review process should be directed to the Office of Human Resources at hr@Xavier.edu.





ALL FOR ONE