



Performance Review Guidelines

Xavier University's annual performance review is a culmination of ongoing dialogue throughout the year between supervisors and their employees that is designed to improve job understanding, to recognize and promote exemplary performance, to identify areas needing improvement, and to serve as one basis for salary determinations. The most important part of the annual review process is the review meeting. The performance review form serves as written documentation that the meeting took place and of what was discussed. Once completed, the form becomes part of the employee's personnel file in the Office of Human Resources.

The most effective performance review is a continuing process throughout the year. Informal and formal meetings should be held frequently so job expectations are transparent and understood.

Before the Annual Review Meeting

- Human Resources will communicate annual performance review timeframe to all staff employees
- Review position description and note any changes
- Compile all performance-related examples and documentation since the last review
- Employees complete a self-assessment
- Supervisors complete assessments for employees
- Supervisors schedule an individual appointment for the review meeting; arrange for privacy without interruptions

During the Annual Review Meeting

- Actively participate
- Review position description
 - Discuss and update any job duties/responsibilities that may have changed
- Discuss overall performance including strengths and areas needing improvement during entire review period
 - How we do our work (institutional values and core competencies)
 - What we do (objectives and job responsibilities)
- Plan and schedule any follow-up activities concerning ongoing improvement and development
- Complete/revise the comments/ratings on the review form based on exchange of information during the meeting

After the Meeting

- Employee and supervisor sign the review form indicating performance review was completed
- Make 2 copies of the review form and position description
 - Employee
 - Supervisor
- Submit signed performance reviews to division leader (or designee)
- Division leader (or designee) reviews, signs and forwards original to Office of Human Resources

NOTE: Check with your supervisor. Your division leader may have a division specific timeframe for completing reviews
<http://www.xavier.edu/hr/perform.cfm>