



University Support Personnel System Annual Performance Appraisal

This form should be utilized for annual or out-of-cycle reviews for **USPS employees who have achieved regular status.**

Annual Review:

The supervisor shall review (discuss) job performance with each University Support Personnel System (USPS) employee **who has achieved regular status** annually to (a) ensure performance standards are met; (b) update the employee's position description (if necessary); (c) enhance communications; and (d) convey the supervisor's performance expectations for the coming year. Though not required, the supervisor may elect to complete an additional written statement outlining the items discussed during the annual review.

The annual performance appraisal and other written documents must be submitted to Human Resources at appraisals@ucf.edu no later than February 15th of each calendar year.

Out of Cycle Review (a/k/a Informal):

Additional informal reviews are encouraged at any time for USPS employees in regular status, to discuss changes in one or more areas of the employee's performance, a change in supervision, changes in original job duties or the priority of job duties, or a change in the supervisor's job performance expectations.

These types of reviews are typically kept in the departmental file unless the department would like to update the official personnel file with an updated performance appraisal to show an improvement in the employee's performance. *If this is the case*, the department should include a memorandum with the review to reflect such a request and to support this action.

Instructions:

- All sections of the performance appraisal should be completed by the immediate supervisor.
- The review should then be discussed with and approved by the Department Head who may have input to the original content.
- The Department Head and Supervisor must sign the Supervisory Certification section.
- Once the review is signed off by the Department Head and Supervisor, the immediate supervisor should make arrangements to discuss the completed appraisal with the staff member.
- Following this discussion, the staff member may make any appropriate written comments in the final section and/or submit a written response as described below.
- Once the supervisor has discussed the appraisal with the employee, the staff member should sign the performance appraisal to signify the review was administered.
- *If the employee disagrees with their performance evaluation, the supervisor will notify the employee of their option to submit a response/rebuttal within five business days after administering the review. The response/rebuttal should be submitted directly to the supervisor for consideration and inclusion with the appraisal in the personnel file.*
- **The supervisor must provide a copy of the signed appraisal to the employee, retain the original for departmental files, and scan a signed copy with all attachments to Human Resources via email at appraisals@ucf.edu.**

HR is here to help. Your HR Business Center leader will serve as your primary point of contact for assistance with all performance appraisals. Please contact your HR Business Center as early as possible if a performance appraisal will result in a "below effective" rating. General questions about performance appraisals may also be directed to eerelations@ucf.edu and relevant training is offered by [HR Learning & Organizational Effectiveness](#).



University Support Personnel System
Annual Performance Appraisal

Note: Please read through the instructions on the first page.

Name: Dept. Name: Employee ID:

Appraisal Period: From To Appraisal Type: Annual Out of Cycle

Table with 6 columns: PERFORMANCE FACTOR, APPRAISAL STATEMENT (Check the one most appropriate statement for each Performance Factor), Unsatisfactory, Marginal, Effective, Commendable, Exemplary. Rows include Job Knowledge, Job Skills, Quality of Work, Quality of Service, Judgment, Dependability, Adaptability / Flexibility, Initiative, Communication Skills, Attendance, Relationship with People, and Promotion of Cultural Diversity.



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Employee ID: _____

SUPERVISORY SKILLS: The following performance factors are to be rated for those who supervise.

Table with 6 columns: PERFORMANCE FACTOR, APPRAISAL STATEMENT (Check the one most appropriate statement for each Performance Factor), Unsatisfactory, Marginal, Effective, Commendable, Exemplary. Rows include Organizational and Administrative Effectiveness and Efficiency, and Leadership.

Strengths / Accomplishments: Briefly describe the staff member's most significant strengths, accomplishments, and training during this rating period. Please support any performance factors rated as "Exemplary" by providing specific examples and justification. (Use additional sheets if necessary.)

Areas of Improvement: List areas in which the staff member should take special care to address areas that need improvement. Please support any performance factors rated "Unsatisfactory" or "Marginal" by providing specific examples and justification. (Use additional sheets if necessary.)

Goals and Objectives: Provide a brief description of the major goals and objectives for the next rating period. (Use additional sheets if necessary.)

I. SUPERVISOR'S COMMENTS

Rating Levels:

- Exemplary: Performance is at least effective or above in all performance factors and exemplary in a majority of the performance factors.
Commendable: Performance is at least effective or above in all performance factors and commendable in a majority of the performance factors.
Effective: Performance is either effective in a majority of the performance factors OR at effective or above in a majority of the performance factors with one performance factor rated below effective.
Marginal: Performance is below the effective level in two or more performance factors.
Unsatisfactory: Performance is unsatisfactory in a majority of the performance factors.

Comments:

(Use additional sheets if necessary.)

II. SUPERVISORY CERTIFICATION

Immediate Supervisor:

Department Head:

Print Name Sign Name Date Print Name Sign Name Date

III. STAFF MEMBER'S COMMENTS

Table with 6 columns for staff member's comments regarding job performance understanding and agreement with appraisal.

Do you have a copy of your most recent position description? Yes No

Other Comments (Use additional sheets if necessary):

Staff Member's Signature Date