



Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

## **2022 Business Centers, HR/Finance COE, and kNEXT Staff Six Month Check-in Special Performance Appraisal (SPA)**

Feedback Period: July 1, 2022 through December 31, 2022

### **Instructions**

Instructions are listed for each section. The supervisor should provide a copy of the signed feedback form to the employee after discussing and administering, retain the original for departmental files, and scan and send a signed copy with all attachments to kNEXT via email at [appraisals@ucf.edu](mailto:appraisals@ucf.edu).

#### ***Disclaimer***

*This form represents performance feedback for those staff that have been impacted by the university wide restructuring associated with the Service Enhancement Transformation (SET) model implemented July 1, 2022. This form should be completed for all business center staff, kNEXT staff, HR COE and Finance COE staff. It is a document to reflect dialogue, goals, and performance feedback which will be housed in the employee's personnel file as a substitution for the annual performance review.*



# Part 1 - Discussion and Feedback Questions

*To be completed by the employee.*

All applicable staff should answer the questions on pages two and three and provide their feedback to their supervisor prior to their one-on-one meeting/discussion.

1. What is one accomplishment you're most proud of this past year?

2. What do you like the most about your job/role?

3. What do you like least about your job/role?

4. What has surprised you the most about your job/role?

5. What do you hope to achieve over the next year?

6. What do you feel you can improve on in your job/role?



7. Do you feel like you have an overarching understanding of your role and responsibilities?

8. Do you feel you have everything you need to do your job?

9. Do you feel you work well with the rest of the team?

10. What can your supervisor do to help you succeed in the next year?

11. What other information would you like to share about this six-month period?



# Part 2 - Performance Factors

To be completed by the supervisor.

Each supervisor will provide standardized feedback to their employees on the following key performance indicators using the definitions below.

### Unsatisfactory

Below expectations, work must be redone, frequent supervision, unreliable, unwilling or unable to assist.

### Effective

Meets expectations, accurate, reliable, harmonious, adaptable.

### Very Good

Exceeds expectations, consistent accuracy, cohesive, highly committed, initiative-taking.

	Unsatisfactory	Effective	Very Good
<b>Job Knowledge</b> Ability to demonstrate an understanding of job duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability/Flexibility</b> Ability to positively adjust to new processes and situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment</b> Ability to achieve logical conclusions to make appropriate choices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Relationships</b> Ability to work harmoniously and effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Focus</b> Ability to listen, support, respond, and demonstrate a customer centered approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> Ability to be resourceful, active in problem solving, willingness to fulfill responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b> Ability to be consistent and reliable in performing job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Part 3 - Overall Feedback

*To be completed by the supervisor.*

Overall Six-Month Feedback Rating – Each supervisor will take all factors into consideration and employee feedback to assign an Overall Feedback Check-in Rating.

**Unsatisfactory**

Performance is below effective in two or more 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.

**Very Good**

Performance is above effective in a majority of the performance factors with no ratings below effective.

Supervisory comments on feedback rating:

*If the employee disagrees with their overall feedback rating, 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.*



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## **Part 4 - Signatures**

*To be completed by supervisor, department head, and employee.*

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**Immediate Supervisor (Print Name/Sign/Date)**

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**Department Head (Print Name/Sign/Date)**

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**Employee (Print Name/Sign/Date)**