



Annual Performance Appraisal for Non-Unit A&P & USPS Employees – Frequently Asked Questions

Q 1. Why does the university require annual performance appraisals?

This is a requirement to be recognized as an accredited university with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Q 2. What type of employee classifications requires an annual performance appraisal?

Non-Unit Administrative and Professional (A&P)
University Support Personnel System (USPS) employees with Regular Status

Q 3. Where can I locate the performance appraisal forms?

There are four separate performance appraisal forms to address USPS, A&P, HR/Finance Business Centers, and Law Enforcement. They are located on the main [Human Resources Website](#), under the A-Z index.

Q 4. What type of classifications or situations do not require an annual performance appraisal, and *should not* be submitted to main Human Resources?

- Other Personnel Services (OPS).
- Non-Unit A&P who have received a Notice of Non-Renewal.
- Non-Unit A&P who were hired on or after July 1st of the appraisal year.
- Non-Unit A&P or USPS employees who were promoted or moved into another lateral position, in a different department, on or after July 1st of the appraisal year.
- USPS currently serving in a probationary period.
- USPS who received a Notice of Separation.
- USPS who received a final probationary period appraisal in the last six months of the calendar year (July-December).

Q 5. If an annual review is not required by the university, can I still provide performance feedback to the employee?

Yes, feedback regarding performance is highly encouraged, at any point throughout the year.

Q 6. When are the annual performance appraisals due?

They must be submitted to your HR Business Center (HRBC) in a singular, PDF file by February 15th.

Q 7. What happens if a performance appraisal cannot be submitted to my HRBC by February 15th?

If this situation occurs, you will need to work with your local HRBC to receive guidance.

Q 8. I am a new supervisor to an employee who has been with the department. I only recently became the supervisor, in the last couple of months. How do I complete an annual performance appraisal?

Communicate with your Department Head to determine if they could assist, or if there is somebody else in the department that could assist in completing the appraisal for the employee. If not, please contact your HRBC Director/Manager to determine how to best address.

Q 9. What type of performance appraisal training is offered by the university?

Human Resources highly encourages supervisors to go through both sessions offered regarding performance: Performance Appraisals and Performance Management. *Performance Management* provides an overview of best practices and the benefits gained when performance management is done well. *Performance Appraisal* training provides supervisors with information regarding the university appraisal process for USPS and A&P employees, along with tips and tools for completing the appraisal forms. We also encourage supervisors to take advantage of earning the [Performance Management Certificate](#), an exciting initiative the HR Learning and Organizational Effectiveness department created. Supervisors who complete four classes: *Giving & Receiving Feedback*, *The Practical Coach*, and the two performance courses mentioned above, will earn the certificate. You may contact HR Learning at 407-823-0440 for information about this program. You can enroll in these classes via Workday Learning and upcoming offerings can be found on the [HR Learning Website](#).

Q 10. Who should sign as the department head for the performance appraisal?

The Dean for the college or Vice President (VP) for the division has the authority to designate department head(s) for signatures. In the colleges, the department chair typically serves as the department head. In administrative divisions, the VP will designate department head(s).

Q 11. If the supervisor is also designated as the department head, should they sign both fields on the performance appraisal?

Yes, unless the Dean or Vice President has directed otherwise.

Q 12. What are the common administrative errors that can result in the HRBC returning the annual appraisal form to the supervisor for correction?

The common administrative errors include incorrect selection of the overall

rating, missed signatures, and missed dates. Please review the Performance Appraisal form to ensure all fields are appropriately completed, *prior* to submission to your HRBC.

Q 13. Will the annual appraisal be processed if there are administrative errors on the form?

No, the appraisal will be returned to the supervisor for correction. It will not be processed until the corrected form is received.

Q 14. If the above FAQ's do not address my concerns and I am a supervisor, who are the university resources that I may contact?

- If the question is regarding the performance appraisal form, the classification of the employee, or checking to see if a review is required, please contact your local HRBC.
- If the question is regarding how to use the performance appraisal tool, or best practices in how to administer an appraisal to an employee, please review above question #9, that addresses performance appraisal training.

Q 15. What should I do if I am preparing a performance appraisal that will result in a *less than effective* overall rating?

You will need to promptly contact your HRBC Director/Manager for guidance, should you have an appraisal that will **not** result in a satisfactory rating.

Q 16. If I am a USPS or A&P employee, and I do not agree with my annual performance appraisal, who should I contact?

The first person to consider is your supervisor. Present to the supervisor accomplishments or examples of performance that you feel were not considered in the evaluation. Also, note that you have within *five* business days, from the date the evaluation was administered to you, to add comments to your evaluation. These comments would be submitted directly to your supervisor. You also have the option to set up a meeting with any member in the management chain, per UCF's Open Door Policy, to discuss your concerns by presenting examples of performance that was not addressed in the evaluation. In addition, you have the option to discuss your concerns with your local HRBC Director/Manager, who will be available to assist.

Q 17. How can I find out performance appraisal requirements for an in-unit or out-of-unit faculty member?

You will need to contact the Office of Faculty Excellence at 407-823-1126.

Q 18. I have an employee who is on a university-approved leave of absence. I have the performance appraisal completed. Do I go ahead and submit to my HRBC?

No, you must wait until the employee returns from the leave of absence to administer the performance appraisal. At that time, once the performance appraisal is discussed with/and signed by the employee, you can submit it to

your HRBC.

Q 19. I have multiple attachments that I need to include with the performance appraisal. Can they be submitted as separate documents, along with the performance appraisal?

No, you will need to convert the attachments to PDF and insert them into the performance appraisal file. Your HRBC should only receive a singular PDF for each employee.

Q 20. I submitted a performance appraisal in PDF portfolio format. Why is it being sent back to me?

Workday cannot support portfolio format. As such, you will need to resend it in a singular PDF file. Please see [instructions for converting portfolio PDFs to regular PDF's](#).

Q 21. My supervisor states that they cannot insert the additional attachments to the electronically signed performance appraisals. What do I tell them?

First, they will need to *print to PDF* the performance appraisal. Second, they will need to save it. Third, they will then be able to insert the additional attachments to the appraisal and save the document.

Q 22. Should the supervisor lock the signature on the performance appraisal after they sign it?

No, if they lock their signature, it will lock the form and other individuals required to sign will not be able to electronically sign the performance appraisal.

Q 23. How can the “Promotion of Community and Culture” metric be met?

- **Innovation:** research project, developing a new policy, developing a new departmental program or practice, creating a new program for students, faculty or staff, etc.
- **Inclusion:** engaging in professional development through diversity education and training, participating in OIE trainings, participating in international education week, participating in the Inclusive Excellence Symposium, HSI initiatives, Military/Veterans event, First-gen week, heritage celebrations, conferences/symposiums/summits, advising a Registered Student Organization, etc.
- **Public Service:** Volunteering for a university event, volunteering for a non-profit organization, working the voting polls, serving on a community board, community service, etc.
- **Collaboration:** working on a cross-departmental program, interdisciplinary research, working across units on a university initiative, working with state colleges, working with a non-profit or government agency, serving on a committee that includes multiple departments, establishing community partnerships, etc.

- **Civil Discourse:** participating in civil discourse dialogues, public policy events, civil discourse training, participating in civil discourse week, etc.

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