

## **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?**

The performance appraisal forms to address USPS, A&P, and SET employees are located on the [Human Resources website A-Z Index under “P.”](#) For the Law Enforcement Performance appraisal, please contact your HRBC.

### **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 1<sup>st</sup> 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 1<sup>st</sup> 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. FOR HRBCs: What should I do in Workday for employees who are not required to complete an annual performance appraisal?**

HRBCs should input a rating code of “9” in Workday for non-unit A&P and USPS employees who are not required to have an annual performance appraisal. This ensures they are accurately reflected in annual performance reports. The following are instances in which a rating code of “9” would be appropriate:

1. Non-Unit A&P and USPS employees hired After July 1<sup>st</sup> of appraisal year.
2. Non-Unit A&P or USPS employees who were promoted or moved into another lateral position, *in a different department*, on or after July 1<sup>st</sup> of appraisal year.
3. USPS employees currently serving in a probationary period.
4. USPS who received a final probationary period appraisal in the last six months of the calendar year (July-December)
5. USPS who received Notice of Separation or Non-Unit A&P who have received a notice of non-renewal

**Q 6. 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 7. When are the annual performance appraisals due?**

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

**Q 8. What happens if a performance appraisal cannot be submitted to my HRBC by February 15<sup>th</sup>?**

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

**Q 9. 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 10. What type of performance appraisal training is offered by the university?**

Human Resources highly encourages supervisors to attend performance appraisal training offered by Talent Development. Two key training sessions available to support supervisors in effectively managing and evaluating performance are:

**Performance Management 1.0** – Explores best practices and the value of ongoing performance conversations throughout the year.

**Performance Appraisal: Supervisors** – Provides guidance on the university's formal appraisal process for USPS and A&P employees, along with tools and tips for completing evaluation forms.

Supervisors are also encouraged to earn the **Performance Management Certification**, a professional development opportunity designed to enhance

feedback and coaching skills. To earn the certificate, supervisors must complete the following four courses within an 18-month period:

1. **Giving & Receiving Feedback**
2. **Performance Appraisal: Supervisors**
3. **Performance Management 1.0**
4. **Coaching with the Grow Model**

All courses are available through **Workday Learning**, and upcoming offerings can be found on the [Talent Development](#) website.

**Q 11. 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 12. 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 13. 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 14. Will the annual appraisal be processed if there are administrative errors on the form?**

No, the HRBC or kNEXT reviews all appraisals before processing into Workday and will return to the supervisor for correction. It will not be processed until the corrected form is received.

**Q 15. 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 needing further assistance with the performance appraisal form or process, 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 #10, that addresses performance appraisal training or reach out to your HRBC.

**Q 16. 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 for guidance, should you have an appraisal that will **not** result in a satisfactory rating.

**Q 17. 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, via UCF's Open Door Policy, to discuss your concerns by presenting examples of performance that was not considered in the evaluation. In addition, you have the option to discuss your concerns with your local HRBC Director, who will be available to assist.

**Q 18. 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 19. 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 20. 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 21. 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 22. 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 23. 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.