



## University Support Personnel System Final Probationary Performance Appraisal

Upon hire at UCF, all new University Support Personnel System (USPS – excluding Law Enforcement) employees in a regular, benefits-earning position must serve an initial 12-month probationary period. The probationary period represents the time to be used for orientation and training. **The department must submit to Human Resources a Final Probationary Performance Appraisal no later than 30 days following the 12-month probationary period.** Thereafter, reviews of employee performance shall be conducted annually.

**NOTE: If a Final Probationary Performance Appraisal is not completed and submitted, the employee will automatically attain regular status.**

### Instructions:

This Final Probationary Performance Appraisal is required by supervisors at the end of the 12-month USPS employee probationary period. The appraisal will evaluate whether the employee has satisfactory performance to achieve regular employment status. This form should also be utilized for final evaluation of any probationary employees recommended for termination at any point during the probationary period.

- All sections of the Final Probationary 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 approved and signed by both the Department Head and Supervisor, the Supervisor should make arrangements to discuss the completed Final Probationary Performance 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 employee should sign the Final Probationary 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.*
- **Please 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 to [appraisals@ucf.edu](mailto:appraisals@ucf.edu).** You are encouraged to also include a copy of the employee's Midpoint Probationary Appraisal with the submission.

**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](mailto:eerelations@ucf.edu) and relevant training is offered by [HR Learning & Organizational Effectiveness](#).



University Support Personnel System
Final Probationary Performance Appraisal

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

Name: Dept. Name: Employee ID:

Appraisal Period: From To
mm/dd/yy mm/dd/yy

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. SUPERVISOR'S RECOMMENDATION

(Check one)

- Discontinue employment based on inability to receive an overall rating of at least "Effective".
Successful completion of the probationary period with an overall rating of "Effective", "Commendable", or "Exemplary".

III. SUPERVISORY CERTIFICATION

Immediate Supervisor:

Department Head:

Print Name Sign Name Date Print Name Sign Name Date

IV. 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