



## University Support Personnel System Midpoint 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 probation period. The probationary period represents the time to be used for orientation and training.

**As part of the initial twelve-month probation period, the supervisor should complete a Midpoint Probationary Review.** The Midpoint Probationary Performance Appraisal allows supervisors to provide employee feedback after 6 months of probationary employment. *Separately, 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 the Final Probationary Performance Appraisal is not completed and submitted within 30 days following the 12-month probationary period, the employee will automatically attain regular status.*

### Instructions:

- All sections of the Midpoint 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 off by both the Supervisor and Department Head, the Supervisor should make arrangements to discuss the completed Midpoint 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 staff member should sign the Midpoint 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.*
- The Midpoint Probationary Performance Appraisal should be retained in departmental files. Supervisors are encouraged to attach the Midpoint Probationary Performance Appraisal to the required Final Probationary Performance Appraisal submission at the 12-month point.

**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
Midpoint 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.

PERFORMANCE FACTOR	APPRAISAL STATEMENT (Check the one most appropriate statement for each Performance Factor)				
	Unsatisfactory	Marginal	Effective	Commendable	Exemplary
<b>Organizational and Administrative Effectiveness and Efficiency:</b> The supervisor's ability to plan, implement and administer.	<input type="checkbox"/> Unable to plan, implement and administer.	<input type="checkbox"/> Able to plan, implement and administer at a basic level.	<input type="checkbox"/> Plans and implements most tasks with minimal direction.	<input type="checkbox"/> Can be relied upon to plan, implement, and administer tasks well.	<input type="checkbox"/> Plans, implements and administers all tasks and projects very well with little or no direction.
<b>Leadership:</b> The extent to which the supervisor is able and willing to effectively guide, develop and set a positive example for others.	<input type="checkbox"/> Avoids or neglects leadership; results are based on employee effort, not leadership skills.	<input type="checkbox"/> Leadership skills show potential for growth.	<input type="checkbox"/> Obtains satisfactory results from employee(s) as a result of leadership skills.	<input type="checkbox"/> Obtains good results from employee(s) as a result of good leadership skills.	<input type="checkbox"/> Obtains outstanding results from employee(s) as a result of exceptional leadership skills.

**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

How clearly do you understand what is expected of you regarding your job performance?	<input type="checkbox"/> Completely clear. I know exactly what is expected of me.	<input type="checkbox"/> Very clear. I generally know what is expected of me.	<input type="checkbox"/> Usually clear. I seldom have to ask.	<input type="checkbox"/> Somewhat clear. I sometimes have to ask.	<input type="checkbox"/> Not clear. I'm never sure of my duties and responsibilities.
To what extent do you agree, or disagree, with this performance appraisal?	<input type="checkbox"/> Completely Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> I have some disagreement	<input type="checkbox"/> Completely Disagree	

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