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 and relevant training is offered by HR Learning & Organizational Effectiveness.



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University Support Personnel System Midpoint Probationary Performance Appraisal Note: Please read through the instructions on the first page.

Name:		I	Dept. Name:					
Employee ID:		Annraisal Period	From	To				
	To mm/dd/yy mm/dd/yy							
PERFORMANCE FACTOR	APPRAISAL STA	most appropriate statem	nost appropriate statement for each Performance Factor)					
	Unsatisfactory	Marginal	Effective	Commendable	Exemplary			
Job Knowledge: Understanding of present job duties and related work.	Unable to list anddescribe duties and knows little about related work.	Able to list and describe minimum requirements of the position. Knowledge should improve with experience.	☐ Can list and describe job mechanics. Routine instructions given.	☐ Has very good knowledge of job and related work. Rarely needs instruction.	☐ Exceptionally well-informed on all phases of work. Needs no instruction, even in new situations.			
Job Skills: Demonstrated skills andabilities necessary for full job performance.	☐ Not able to perform job functions despite training/instruction.	☐ Demonstrates minimal skills and abilities.	☐ Possesses satisfactoryskills and abilities to produce acceptable work.	☐ Above average competency in use of necessary skills and abilities.	☐ Consistently superior useof skills and abilities.			
Quality of Work: The accuracy, completeness, neatness, and effectiveness of work performed.	Consistently below minimum standards. Work is unacceptable. Work must often be redone.	Usually meets minimumstandards. However, improvement is needed. Work must be redone.	Produces good work. Meets all expectations of the position.	☐ Frequently exceeds expectations. Does aboveaverage work.	Consistently exceedsexpectations. Does exceptional work.			
Quality of Service: Willingness to exhibit a caring attitude and be courteous and timely in responding to the needs of others.	☐ Is often insensitive/ unresponsive to the needs of others.	☐ Sometimes responds to the needs of others in an untimely/insensitive manner.	Responds to the needs of others in atimely/sensitive manner.	☐ Takes extra initiative to ensure that the needs of others are met in a timely and sensitive manner.	☐ Is exceptionally conscientious in ensuring that the needs of others are met in a timely and sensitivemanner.			
Judgment: Ability to organize and achieve logical conclusions in a timely manner.	☐ Makes frequent errors in judgment.	☐ Judgment less than adequate in routine situations.	☐ Exercises satisfactoryjudgment in nearly all cases.	☐ Exercises good judgmentand anticipates consequences of actions.	☐ Exercises exceptional judgment. Displays maturity in handling most situations.			
Dependability: Performance of jobduties in the absence of direct or indirect supervision.	☐ Needs constant direct supervision.	☐ Needs frequent direct supervision.	☐ Needs routine indirect supervision.	Seldom needs direct orindirect supervision.	☐ Justifies utmost confidence. A self-starter. Needs no supervision.			
Adaptability / Flexibility: The ability to successfully alter activities to cope with demands of new situations that requireacceptance and support. For example, being open to ideas and suggestions from others.	☐ Unable / unwilling to adapt to new situations.	☐ Shows resistance anddelays transition to change.	☐ Accepts the changing situation.	☐ Embraces change and views it as an opportunity for positive improvement.	☐ Initiates and promotes positive change.			
Initiative: Resourcefulness, self- reliance, willingness to accept andability to carry out responsibility.	☐ Needs detailed instructions. Rarely develops more effective ways of handling assignments. Requires constant follow-up.	Demonstrates minimal initiative. Seldom exhibits creative thought. Requires some follow-up.	☐ Takes initiative to solve problems and carry out responsibility.	☐ Has drive and resourcefulness to deviate from routines and make effective suggestions.	☐ Frequently makes ingenious suggestions, Independently develops ideas and solutions to problems and follows through completely.			
Communication Skills: Ability to communicate with others orally and/or writing	☐ Written ☐ Spoken Frequently unable to communicate clearly.	☐ Written ☐ Spoken Occasionally unable tocommunicate clearly.	☐ Written ☐ Spoken Possesses appropriate communication skills for the position.	☐ Written ☐ Spoken Better than average ability to communicate thoughts and ideas.	☐ Written ☐ Spoken Exceptional communication skills.			
Attendance: Attendance and punctuality.	☐ Often absent and/or frequently tardy without good excuse.	☐ Lax in attendance orreporting on time.	☐ Attendance andpunctuality are satisfactory.	☐ Rarely absent or tardy.	☐ Extremely conscientious. Absent only when unavoidable.			
Relationship with People: Works harmoniously and effectively withothers.	☐ Has difficulty relating to others, which frequently inhibits effectiveness.	☐ Relates fairly well to others, works with some better than others.	☐ Works well with others, which promotes effectiveness in carrying out duties.	Gets along extremely well with others, promotes efficiency and productivity.	Demonstrates outstanding interpersonal skills and abilities, which are assets on the job and to others in the workplace.			

Occasionally demonstrates lack of support for the University's goal of

inclusive and diverse.

becoming more

☐ Treats people

fairlyand supports the University's

diversity goals.

☐ Shows extra initiative to

support the University's

diversity goals.

☐ Consistently and

formal and informal

frequently embodies the University's promotion of

cultural diversity through

communications/actions.

University.

Promotion of Cultural Diversity:

Encourages students, staff, faculty, and community members to participate

in the educational, employment, and

cultural activities/programs of the

☐ Does not

goals.

demonstrate support for

the University's diversity

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	Employee ID:	
SUPERVISORY SKILLS: The follo	wing performance factors are to be rated for those who supervise.	
PERFORMANCE FACTOR	APPRAISAL STATEMENT (Check the one most appropriate statement for each Performance Factor)	

PERFORMANCE FACTOR	APPRAISAL STATEMENT (Check the one most appropriate statement for each Performance Factor)							
	Unsatisfactory	Marginal	Effective	Commendable	e Exemplary			
Organizational and Administrative Effectiveness and Efficiency: The supervisor's ability to plan, implement and administer.	☐ Unable to plan, implement and administer.	☐ Able to plan, implemen and administer at a basic level.	t □Plans and implements most tasks with minimal direction.		d administers all tasks and			
Leadership: The extent to which the supervisor is able and willing to effectively guide, develop and set a positive example for others.	□ Avoids or neglects leadership; results are based on employee effort, not leadership skills.	Leadership skills showspotential for growth.	☐ Obtains satisfactory results from employee(s) as a result of leadership skills.	Obtains good resul from employee(s) as a result of good leadership skills.				
Strengths / Accomplishments: E Please support any performance for								
Areas of Improvement: List area: performance factors rated "Unsatis								
Goals and Objectives: Provide a	brief description of the	major goals and objectiv	ves for the next rating pe	eriod. (Use additional	sheets if necessary)			
Rating Levels: Exemplary: Commendable: Commendable: Performance is at least effective or above in all performance factors and exemplary in a majority of the performance factors. Performance is at least effective or above in all performance factors and commendable in a majority of the performance factors. Performance is either effective in a majority of the performance factors or above in a majority of the performance factors with one performance factor rated below effective Performance is below the effective level in two or more performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors. Performance is unsatisfactory in a majority of the performance factors and commendable in a majority of the performance factors. Performance is at least effective or above in all performance factors and commendable in a majority of the performance factors. Performance is at least effective or above in all performance factors and commendable in a majority of the performance factors. Performance is at least effective or above in all performance factors and commendable in a majority of the performance factors and commendate in a majority of the performance factors and commendate in a majority of the performance factors and commendate in a majority of the performance factors and commendate in a majority of the performance								
(Use additional sheets if necessary.)		II. SUPERVISORY CER	TIFICATION					
Immediate Supervisor:			rtment Head:					
Print Name Signature	gn Name	Date Print I	Name	Sign Name	Date			
	1	III. STAFF MEMBER'S	COMMENTS		n			
How clearly do you understand what is expected of you regarding your job performance?	is supported of man	☐ Very clear. I generally know what is expected of me.	seldom have to ask.	☐ Somewhat clear. I sometimes have to ask.	☐ Not clear. I'm never sure of my duties and responsibilities.			
To what extent do you agree, or disagree, with this performance appraisal?	☐ Completely Agree	☐ Agree	☐ I have some disagreement	☐ Completely Disagree				
Do you have a copy of your most recen	nt position description?	☐ Yes ☐ No						
Other Comments (Use additional sheet	s if necessary):							
			Sta	ff Member's Signature	Date			