

## Annual Performance Appraisal FAQ's for Non-Unit A&P and USPS employees

### Why does the university require annual performance appraisals?

This is a requirement in order to be recognized as an accredited university with the Southern Association of Colleges and Schools (SACS).

### What type of employee classifications requires an annual performance appraisal?

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

### Where can I locate the performance appraisal form?

There are three separate performance appraisals to address USPS, A&P, and Law Enforcement. They are located under the A-Z FORMS section on the main Human Resources Website at:

<http://hr.ucf.edu/forms-documents>

### What type of classifications or situations does not require an annual performance appraisal?

Other Personnel Services (OPS)

Non – Unit A&P who have received a Notice of Non-reappointment

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 that promoted on or after July 1<sup>st</sup> into a different department

USPS currently serving in a probationary period

USPS who received Advance Notice of Separation

USPS who recently received a probationary performance appraisal in the last six months of the calendar year (July – December)

### If an annual review is not required by the university, can I still provide performance feedback to the employee regarding their performance?

Yes and feedback regarding performance is highly encouraged at any point in the year.

### When are the annual performance appraisals due?

They must be submitted to Human Resources, Attn: Employment Services & Records by **February 15<sup>th</sup>** following the appraisal year.

### What happens if a performance appraisal cannot be submitted to Human Resources by February 15<sup>th</sup>?

Please contact Abbee Camen, Assistant Director, Employment Services & Records, at [Abbee.Camen@ucf.edu](mailto:Abbee.Camen@ucf.edu) or **407-823-6382** to provide the name of the employee, reason that a performance appraisal will not be submitted by February 15<sup>th</sup>, details of why the appraisal is late, and a confirmed date of when it will be submitted.

### I am a new supervisor to an employee who has been with the department and I only recently became their supervisor in the last couple of months, how do I complete an annual performance appraisal?

Communicate with your department head to determine if he/she could assist or if there's somebody else in the department that could assist in completing the performance appraisal for the employee. If not, please contact Human Resources Employee Relations to determine how to best address.

**What type of performance appraisal training is offered by the university?**

Human Resources highly encourages supervisors to go through both of the two sessions offered regarding performance appraisals. A sessions if offered called Performance Management. Performance Management provides an overview of best practices and the benefits gained when performance management is done well. This session will additionally cover setting goals and the four-step coaching model. Performance Appraisal Training provides supervisors with information regarding the university appraisal process for USPS and A&P employees along with tips and tools in completing appraisals. You can enroll in these classes via Employee Self Service located in PeopleSoft.

**What are common administrative errors that result in the annual performance appraisal to be returned to the appropriate department head?**

Common administrative errors include incorrectly selecting the overall rating, missing signatures, and missing dates. Please review the Performance Appraisal form to ensure all fields are appropriately completed prior to submitting to Human Resources.

**Will the annual appraisal be processed if there are administrative errors on the form?**

No, there will be a temporary hold until the appraisal is adjusted by the department. The appraisal will be returned to the department head for correction. It will not be processed until HR-Employment Services & Records receives the corrected form.

**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 it is a question regarding the performance appraisal form, the classification of the employee, or checking to see if a review is required, please contact the Human Resources Employment Services & Records department at [records@ucf.edu](mailto:records@ucf.edu)

If it is a question regarding how to use the performance appraisal tool or best practices in how to administer an appraisal to an employee, please attend training which is geared towards supervisor listed above. Questions regarding the process or if a performance appraisal results in a less than effective overall rating, please contact the Human Resources Employee Relations department, Elizabeth Herrera, at ext. **3-5227**.

**If I am a USPS or A&P out of unit 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 meeting with any member in the management chain per UCF's Open Door Policy to discuss your concerns by presenting examples of performance that were not addressed in the evaluation. You also have the option to discuss with the Employee Relations department in Human Resources as listed above.

**How can I find out performance appraisal requirements for an in-unit or out of unit Faculty member?**

Contact the Office of Faculty Excellence at ext. **3-1126**