

University Support Personnel System Performance Appraisal

NAME: _____ DEPT NAME: _____ EMPLOYEE ID#: _____
APPRAISAL PERIOD: From _____ To _____ APPRAISAL TYPE: Probationary Annual Out of Cycle
mm/dd/yy mm/dd/yy

Instructions:

All sections of the 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. Once the supervisor and department head have signed the Overall Performance Evaluation section, the immediate supervisor should make arrangements to discuss the completed 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 review has been discussed and signed by the staff member, provide a copy to the employee, retain a copy for departmental files, and forward the original with all attachments to Human Resources, Employment Services and Records, Zip 4: 0140.**

Probationary Period Review:

Upon hire at UCF, all new University Support Personnel System (USPS – excluding Law Enforcement) in a regular benefits' earning position must serve an initial six-month probation period. The probationary period represents the time to be used for orientation and training. The department must submit to Human Resources a probationary performance appraisal no later than 30 days following the six-month probationary period. Thereafter, reviews of employee performance shall be conducted annually. NOTE: If a probationary review is not completed and submitted, the employee automatically attains regular status.

Extension of a probationary period performance Appraisal may be extended for a *maximum* of sixty (60) days if you submit a performance appraisal within 30 days following the six - month probationary period. You may extended the probationary period if the employee; (a) is rated "Marginal" or "Unsatisfactory" (b) granted a leave of absence for 30 days or longer or (c) requires formal training that could not be scheduled.

Annual Review:

The supervisor shall review (discuss) job performance with each University Support Personnel System (USPS) staff member annually to (a) ensure performance standards are met; (b) update the employee's position description (if necessary); (c) enhance communications; and (d) convey the supervisor's performance expectations for the coming year. Though not required, the supervisor may elect to complete an additional written statement outlining the items discussed during the annual review. The annual performance appraisal and other written documents must be submitted to Human Resources no later than February 15th of each calendar year.

Out of Cycle Review (a/k/a Informal):

Additional informal reviews are encouraged at any time to discuss changes in one or more areas of the employee's performance, a change in supervision, changes in original job duties or the priority of job duties, or a change in the supervisor's job performance expectations. These types of reviews are typically kept in the departmental file unless the department would like to update the official personnel file with an updated performance appraisal to show an improvement in the employee's performance. *If this is the case*, the department should include a memorandum reflecting with the review to support this action.

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 |
| Organizational and Administrative Effectiveness and Efficiency: 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. |
| Leadership: 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 shows 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 **and** exemplary in a majority of the performance factors.
- Commendable: Performance is at least effective or above **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 (For Probationary Staff Members Only)

(Check one)

- Extend the probationary period for 60 days based on an overall 6-month appraisal rating of "Marginal" or "Unsatisfactory".
- 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

| | | | | | |
|---|---|---|---|---|---|
| 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 Disagree | <input type="checkbox"/> I have some disagreement | <input type="checkbox"/> Agree | <input type="checkbox"/> Completely Agree | |

Do you have a current copy of your job description? Yes No

Other Comments (Use additional sheets if necessary) :