



## **Annual Performance Appraisal FAQs for Non-Unit A&P and USPS employees**

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

This is a requirement to be recognized as an accredited university with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### **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: <https://hr.ucf.edu/a-to-z-index/>

### **What type of classifications or situations do not require an annual performance appraisal and SHOULD NOT be submitted to Central Human Resources?**

- Other Personnel Services (OPS)
- Non – Unit A&P who have received a Notice of Non-Renewal
- 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 employees who were promoted or moved into another lateral position in a different department on or after July 1<sup>st</sup> of the appraisal year
- USPS currently serving in a probationary period
- USPS who received a 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 - 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 in a singular PDF file, via email at [appraisals@ucf.edu](mailto:appraisals@ucf.edu) by February 15th following the appraisal year.

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

If this situation occurs, you will need to work with your local HR Business Center (HRBC) to receive guidance.

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

Communicate with your department head to determine if they 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 your HR Business Center Director/Manager 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 sessions offered regarding performance: Performance Appraisals and Performance Management. Performance Management provides an overview of best practices and the benefits gained when performance management is done well. Performance Appraisal Training provides supervisors with information regarding the university appraisal process for USPS and A&P employees along with tips and tools for completing the appraisal forms. We also encourage supervisors to take advantage of an exciting new initiative created by our HR Learning and Organizational Effectiveness department. Supervisors that take the two performance classes abovementioned, in addition to the *Giving & Receiving Feedback* and *The Practical Coach* courses, will earn the Performance Management Certificate. For information about this program, you may contact HR Learning at ext. 3-0440. 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 the Knights Experience Team (kNEXT) 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 your local HR Business Center (HRBC).

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 the Performance Appraisal Training which is geared towards supervisor listed above.

**What should I do if I am preparing a performance appraisal that will result in a less than effective overall rating?**

For questions regarding the process or if a performance appraisal results in a less than effective overall rating, please contact your HR Business Center Director/Manager for guidance.

**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 was not addressed in the evaluation. In addition, you also have the option to discuss your concerns with your local HR Business Center Director/Manager who is available to assist.

**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

**I have an employee who is on leave absence. I have the performance appraisal completed, do I go ahead and send it to Human Resources?**

No, you must wait until the employee returns from the leave of absence to administer the performance appraisal to the employee. At that time, once the performance appraisal is administered and the employee signs the performance appraisal, you can submit to [appraisals@ucf.edu](mailto:appraisals@ucf.edu).

**I have multiple attachments that I need to include with the performance appraisal. Can I email the attachments as separate documents along with the performance appraisal?**

No, you will need to convert the attachments to PDF and insert them into the performance appraisal so that Human Resources receives one singular PDF file for each employee.

**I submitted a performance appraisal in PDF portfolio format, why is it being sent back to me?**

Human Resources' imaging system cannot support portfolio format. As such, you will need to resend in one PDF singular file. Please see instructions, <https://www.youtube.com/watch?v=fdzTVtXrvsU>, for converting portfolio PDFs to regular PDF file.

**My supervisor states that they cannot insert the additional attachments to the electronically signed performance appraisals.**

**What do I tell them?**

1) Print to PDF the performance appraisal 2) Save the performance appraisal 3) Insert the additional attachments to the appraisal and save the document.

**Should the supervisor lock the signature on the performance appraisal after they sign it?**

No, if they lock their signature, it will lock the form and other individuals will not be able to electronically sign the performance appraisal.

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