

# [Completing Performance Appraisals for University of Florida Staff]

This instruction guide is designed to provide details about the University of Florida's staff appraisal process, which is used for both USPS (University Support Personnel System) and TEAMS (Technical, Executive, Administrative, and Managerial Support) employees.

Formal appraisals are designed to recap feedback that has been provided to an employee throughout the year. When completing a staff performance appraisal, supervisors will want to focus on the employee's job performance (the employee's competence or ability to perform the job) and his or her work-related behavior (the way in which an employee performs his or her job), using specific language and examples of work performance or behavior observed throughout the evaluative period.

Ultimately, effective feedback is designed to do one of two things: (1) to reinforce positive work behavior so the employee will repeat the desired behavior in the future or (2) to redirect the behavior so the employee will improve performance moving forward. To learn more about effective feedback and the University of Florida's staff appraisal process, attend the upcoming "Writing Performance Appraisals" workshop (Course Number SCS012) or take advantage of the UF Supervisory Challenge workshop, "The Power of Feedback" (Course Number SCS030). To register, visit [my.ufl.edu](http://my.ufl.edu): My Self Service, Training and Development, Request Training Enrollment.

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- ▶ The University of Florida's appraisal period for TEAMS and USPS employees is March 1, 2008, through February 28, 2009.
    - ▶ The completed appraisal must be discussed with the employee, signed, and dated by March 31.
  - ▶ There are five categories of job performance and work-related behavior to be evaluated, with each being evaluated, or rated, using a scale of 1-5.
  - ▶ The categories of job performance and work-related behavior are:
    - ▶ Work Performance
    - ▶ Attendance/Reliability
    - ▶ Customer Service
    - ▶ Initiative/Productivity
    - ▶ Teamwork/Interpersonal Skills
  - ▶ An overall rating should be assigned based on a total of the ratings assigned to each of the categories. Those overall ratings are:
    - ▶ 5 – 9 = Below
    - ▶ 10 – 14 = Minimal Achieves
    - ▶ 15 – 19 = Achieves
    - ▶ 20 – 23 = Above Average
    - ▶ 24 – 25 = Exceeds

*Please contact your Employee Relations satellite office prior to assigning an overall rating of Minimal Achieves or Below.*

- ▶ If no annual appraisal is done, the employee will default to the previous rating or, in its absence, an “achieves” rating.

### **Probationary Appraisal Example**

- ▶ For example, Jane Doe was hired on January 1, 2008. Her probationary period lasted six months: January 1, 2008, to June 30, 2008. A probationary appraisal was completed for her covering her entire six-month probationary period.
- ▶ Her annual appraisal this year would be from July 1, 2008 (the day after the last day of her sixth month of employment), to February 28, 2009.
- ▶ Next year (2010), her annual appraisal would get “on cycle” and would be for the standard evaluative period of March 1, 2009, through February 29, 2010.
- ▶ If a probationary period ends after December 31, this coming annual appraisal in March should be skipped.
  - ▶ The employee’s first annual appraisal should be completed for the March 1, 2009, to February 28, 2010, appraisal period next year.
- ▶ In the absence of a completed probationary appraisal, the employee will default to an “achieves” rating.

Questions about the UF performance appraisal process should be directed to Paulene Shindelbower in the Office of Human Resource Services, Employee Relations, at (352) 392-6615, paulene-shindelbower@ufl.edu. Please direct questions about available training resources to Training and Organizational Development at (352) 392-4626, training@ufl.edu.