


VALUING INDIVIDUAL PERFORMANCE (VIP) PERFORMANCE APPRAISALS

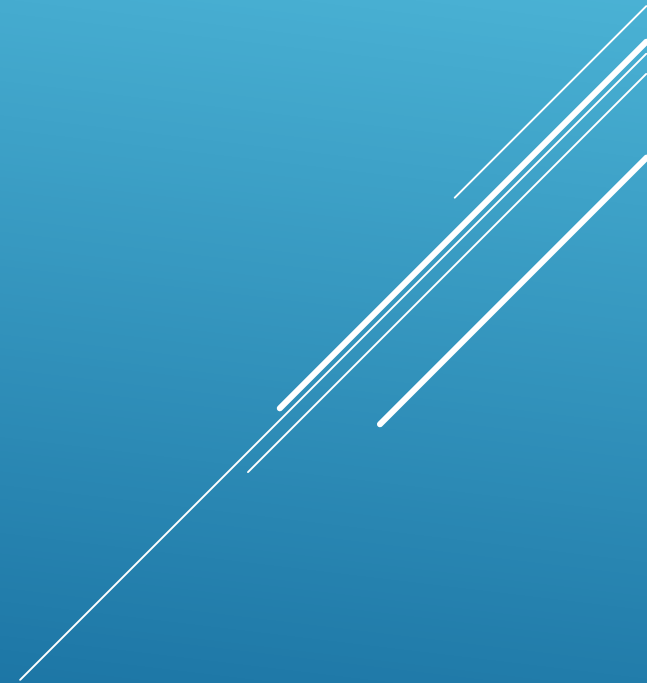


TODAY'S OVERALL OBJECTIVE


- ▶ To achieve optimal results from UF employees by defining performance standards and communicating these standards to the employee.
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PERFORMANCE MANAGEMENT

- Ongoing process of communication between supervisors and employees that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.



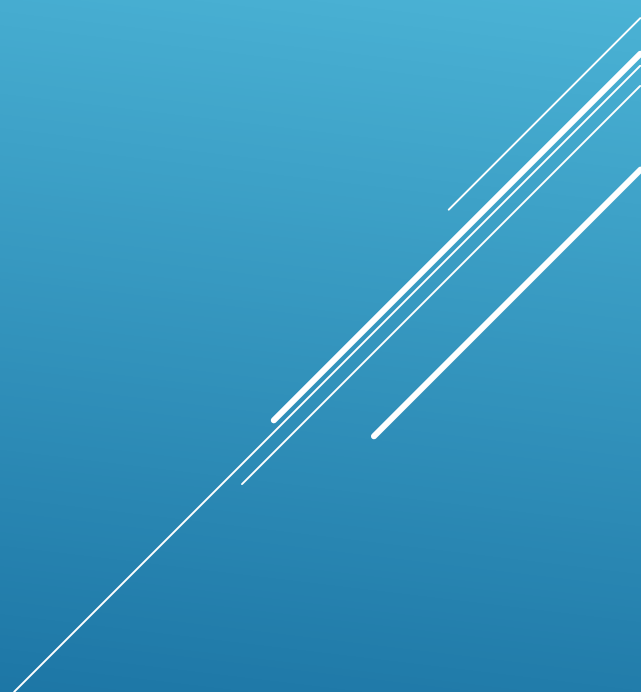
PURPOSE OF PERFORMANCE MANAGEMENT

- Ensure employees understand the measurements and standards for which they are being evaluated
 - Link individual employee's work efforts with the organization's mission
 - Promote fairness
 - Help employees identify and develop skills and behaviors needed to be successful
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WHY USE A NEW FORMAT?

- The Valuing Individual Performance “VIP” Performance Appraisal system is designed to be a more effective and objective method while encouraging continued growth and development. The VIP also outlines and defines core competencies (knowledge, skills and abilities) and behaviors, so that employees have a true knowledge of job application, goal alignment, and a viable plan to reach their goals.
- Additionally, the VIP encourages management to conduct mid-year performance reviews to identify accomplishments and performance gaps for the first half of the year, and continuous monitoring of established goals for the remainder of the year. Employees should be empowered to independently move forward and finish the year strong, and not surprised at the end.

THE OLD FORM



Clear Form

Performance Appraisal form for TEAMS Exempt Employees

Employee's name:

UF ID:

Job Title:

Appraisal Period:

Department:

Overall rating: Choose an item

Prior to completing the appraisal, it is recommended that the employee submit a self-assessment.

Please attach a narrative to this form providing a detailed evaluation of the employee's performance in areas such as productivity, initiative, leadership, attendance, reliability, customer service, teamwork, interpersonal skills, supervisory skills or other appropriate areas of responsibility. Goals should also be set for the next appraisal year.

An overall rating based on the rating categories listed below, must be entered on this form. The overall rating should be consistent with the evaluative comments on the narrative. Please contact your Employee Relations Satellite office prior to issuing an overall rating of "Minimally Achieves" or "Below".

- **Exceeds:** *Almost always exceeds performance standards. Consistently produces excellent quality work, is innovative, and demonstrates high level leadership qualities.*
- **Above Average:** *Consistently meets and regularly exceeds performance standards. Able to work independently.*
- **Achieves:** *Generally meets performance standards. Seldom exceeds or falls short of desired results. Able to work independently, but sometimes requires direction.*
- **Minimally Achieves:** *Frequently fails to meet performance standards. Requires frequent instruction and supervision.*
- **Below Performance Standards:** *Fails to meet performance standards.*

Employee's Acknowledgment of Review and Receipt:

By signing below, I acknowledge that my evaluation has been reviewed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation. Also, I understand that I may submit written comments/rebuttal on any aspect of the performance appraisal, and that a copy of the comments will be provided to my supervisor as well as Human Resource Services for inclusion in my official personnel file. Rebuttals/comments should be submitted to Human Resource Services within ten (10) working days of receipt of appraisal.

THE NEW FORM





**VALUING
INDIVIDUAL
PERFORMANCE**

Performance Appraisal Form TEAMS and USPS Exempt

UF Business Affairs
University of Florida

Employee Name Click here to enter text.	Job Title & Department Click here to enter text.	Evaluation Period Click here to enter text.	UFID Click here to enter text.
Supervisor Name Click here to enter text.		Supervisor Title Click here to enter text.	

Exceeds Expectations	Above Average	Achieves Expectations	Minimally Achieves	Below Performance Standards
Performance noticeably exceeded expectations and made a unique contribution to the achievement of University, or Departmental objectives	Consistently performs higher than average: Maximizes resources: Requires less than average amount of instructions; Higher than average knowledge of job.	Performance consistently met UF's standards and expectations. All critical annual goals were achieved. Employee widely recognized as a strong and valued contributor.	Performance often met, but did not consistently meet, position expectations. One (or more) of the most critical annual goals were not met. Employee typically needs further coaching and development to fully meet position expectations.	Unacceptable performance; Does not perform job timely or accurately; Requires constant instruction; Does not follow guidelines; Insufficient knowledge of job; Does not make effort to learn

(Please contact Employee Relations prior to issuing an overall rating of "Minimally Achieves" or "Below" performance rating.)

<p>Overall Performance for the Year PART A: Employee Self-Assessment</p> <p>To be completed by employee and returned to supervisor prior to appraisal meeting. Click here to enter text.</p>



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Business Affairs
University of Florida

Overall Performance for the Year PART B: Supervisor's Assessment

Include how goals were achieved (i.e., Teamwork, Collaboration, Department/University Achievements, etc.)

Exceeds Above Average Achieves Minimally Achieves Below

[Click here to enter text.](#)



Performance Appraisal Form TEAMS and USPS Exempt

Competencies	Self - Assessment	Notes:
<p>Service: Consistently demonstrates respect, responsiveness, and professionalism while providing responsive, timely and courteous customer service to students, faculty, staff and the public.</p> <p>Behaviors: Develops deep understanding of customer needs and, in all doings, advances the University's reputation for excellence. Assures the customer that meeting their needs is a priority. Performs duties at a level above and beyond what is expected. Encourages customer feedback. Keeps customers informed of progress.</p>	<p>Employee Comments: Click here to enter text.</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments: Click here to enter text.</p>
<p>Teamwork – Works cooperatively to achieve common goals.</p> <p>Behaviors: Gets along well and works in harmony with others as a team member. Cooperates freely as a team member and demonstrates respect for others. Encourages participation of other team members in projects. Resolves conflict in a timely and appropriate manner.</p>	<p>Employee Comments: Click here to enter text.</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments: Click here to enter text.</p>
<p>Communication– Ensures that key issues are addressed and that important information is shared quickly and effectively up, down and across the department.</p> <p>Behaviors: Listens attentively to others, shares information in a clear and concise manner, demonstrates sensitivity to the concerns of others, encourages others to express their ideas and opinions, understands the need for confidentiality. Expresses him/herself clearly and concisely where necessary (written and oral). Asks for clarification of oral/written instructions.</p>	<p>Employee Comments: Click here to enter text.</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments: Click here to enter text.</p>
<p>Leadership – Provides direction, motivation and support for others through communication, modeling, coaching, appropriate behavior, and high achievement.</p> <p>Behaviors: Takes initiative is self-motivated and presents own ideas. Fosters open communication and team leadership. Identifies behaviors that he/she believes are critical to the success of the organization and tries to model them. Develops others.</p>	<p>Employee Comments: Click here to enter text.</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments: Click here to enter text.</p>



Competencies	Self - Assessment	Notes:
<p>Diversity – actively promote equal opportunity policies and practices and fosters an environment of inclusion.</p> <p>Behaviors: Demonstrates and ensures compliance with equal opportunity laws and policies; treats all students, faculty, staff, and visitors with fairness and impartiality.</p>	<p>Employee Comments:</p> <p>N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p>N / A</p>
<p>Job Knowledge: Demonstrates understanding of objectives, duties and responsibilities in accordance with position description.</p> <p>Behaviors: Has mastered all technical and operational details and procedures; maintains general knowledge of position. Understands and uses appropriate policies and procedures and management skills essential to job. Stays current on trends and training to ensure job knowledge.</p>	<p>Employee Comments:</p> <p>Click here to enter text.</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p>Click here to enter text.</p>
<p>Sustainability: Demonstrates advancements in campus wide sustainability and resource efficiency and environmental integrity.</p> <p>Behaviors: Develops new insights into situations and applies innovative solutions to make organizational improvements. Encourage and facilitate the collaborative efforts of faculty, students, and staff to generate knowledge, acquire skills, develop values, and initiate practices that contribute to a sustainable, high quality of life on campus.</p>	<p>Employee Comments:</p> <p>N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p>N / A</p>
<p>Safety: Works to provide a safe, secure and healthy campus environment for staff, teaching, research, scholarship, and service and where existing and potential job hazards are identified and mitigated.</p> <p>Behaviors: Assures that safety policies and procedures are fully understood by all in the workgroup and are adopted as personal values in the workforce to promote a safe and healthy campus</p>	<p>Employee Comments:</p> <p>N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p>N / A</p>



Competencies (Employee's that Supervise only)	Self - Assessment	Notes:
<p>Delegation- Identifies and assigns tasks and responsibilities in an appropriate manner.</p> <p>Behaviors: Ensures employees have necessary resources, establishes controls and authority to carry out assignments effectively. Ensures assignments are allocated per the employees' capability (Knowledge, Skills and Abilities). Clear and detailed instructions are given appropriately and assignments are allocated in a fair and consistent manner consistent with University and Departmental policy.</p>	<p>Employee Comments:</p> <p style="text-align: center;">N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p style="text-align: center;">N / A</p>
<p>Decisiveness: Seeks to take a leadership role in the decision making process, consistently makes firm, fair and conclusive decisions in a timely manner.</p> <p>Behavior: Does not defer making unpleasant or difficult decisions. Accepts full responsibility and accountability for actions and decisions taken. Practices inclusion by seeking staff input where appropriate. Explains rationale for decisions when the need arises.</p>	<p>Employee Comments:</p> <p style="text-align: center;">N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p style="text-align: center;">N / A</p>
<p>Motivating Others: Demonstrates and commits to and encourages support during organizational change</p> <p>Behaviors Appropriately guides individuals or groups toward accomplishing objectives, successfully gets ideas and suggestions accepted by others. Creates an atmosphere where subordinates and others are recognized for individual and/or group accomplishments: accepts and promotes employee involvement, motivates staff to complete assigned tasks in a timely and effective manner.</p>	<p>Employee Comments:</p> <p style="text-align: center;">N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p style="text-align: center;">N / A</p>
<p>Professional Development: Proactively seeks to develop him/herself professionally.</p> <p>Behaviors: Actively looks for relevant courses and practical opportunities to learn, through UF led training courses as well as departmental specific courses, workshops, and professional organizations to keep abreast with current trends and developments specific to our industry.</p>	<p>Employee Comments:</p> <p style="text-align: center;">N / A</p>	<p><input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below</p> <p>Supervisor Comments:</p> <p style="text-align: center;">N / A</p>



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Performance Appraisal Form TEAMS and USPS Exempt

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Key Accountabilities & Goals	Mid-Cycle Status	Year-End Results
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Above Average <input type="checkbox"/> Achieves <input type="checkbox"/> Minimally Achieves <input type="checkbox"/> Below Click here to enter text.



Performance Appraisal Form TEAMS and USPS Exempt



Mid- Cycle Status Comments:

Click here to enter text.

Employee Comments

Click here to enter text.

Disclosure of Outside Activities

An employee may not engage in any outside activity that interferes with the full performance of professional responsibilities or other institutional obligations in keeping with the UF Regulation 6C1-1.001 which governs disclosure of outside activities and financial interests. Please check applicable box (as of date):

- 1.) I have no outside activities to report.
- 2.) I have submitted a Disclosure of outside Activities and Financial Interests (Form OAA-GA-L-267*) to the AVP (Division) /VP.
- 3.) My Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) is attached.

By signing below, I acknowledge that my evaluation has been reviewed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation. Also, I understand that I may submit written comments/rebuttal on any aspect of the performance appraisal, and that a copy of the comments will be provided to my supervisor as well as Human Resource Services for inclusion in my official personnel file. Rebuttals/comments should be submitted to Human Resource Services within ten (10) working days of receipt of appraisal.

Employee's Name & UFID Click here to enter text.	Title Click here to enter text.	Date	Signature
Immediate Supervisor's Name & UFID Click here to enter text.	Title Click here to enter text.	Date	Signature
Higher Level Supervisor's Name & UFID Click here to enter text.	Title Click here to enter text.	Date	Signature

Your signature on this form acknowledges that you have read the information and your supervisor has reviewed it with you.

Appraisals must be issued to, signed, and dated by employees no later than March 31. Forms should be mailed to Human Resource Services.

Attn: Kathy Higgs; Employee Relations, PO Box 110281, Campus Phone :(352) 392-2477.

QUESTIONS?

PLEASE CALL:

KEISHA JONES OR NOELLE
BULLEY AT 392-2333

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