

Performance Appraisal Instruction Sheet

TEAMS and USPS Exempt



Prior to completing the VIP Performance Appraisal, it is recommended that the employee completes and emails a self-assessment to their supervisors.

An overall rating based on the rating categories listed below, must be entered for each competency 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 Expectations:** *Performance noticeably exceeded expectations and made a unique contribution to the achievement of the University or Departmental objectives*
- **Above Average:** *Consistently performs higher than average: Maximizes resources: Requires less than average amount of instructions; Higher than average knowledge of job.*
- **Achieves Expectations:** *Performance consistently met UF’s standards and expectations. All critical annual goals were achieved. Employee widely recognized as a strong and valued contributor.*
- **Minimally Achieves:** *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.*
- **Below Performance Standards:** *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.*

Evaluator:

The **Overall Performance for the Year** needs to be completed at the end of the appraisal rating period and should summarize the employee’s accomplishments as well as opportunities for improvement. This should include how goals were achieved and any significant impacts that were made to the department and the University.

Goals: Clearly defined SMART (Specific, Measurable, Attainable, Realistic and Timely) Goals should be developed at the beginning of the appraisal period: Goals should align with position description and departmental goals.

Mid-Cycle Status: This discussion should summarize accomplishments to date, identify what goals have been added, deleted or changed, review priorities and clarify performance expectations going forward. Document the discussion and provide employee a copy. **(This meeting should occur no later than August 1st – September 15th of the annual performance rating period)**

Annual appraisals must be issued to, signed, and dated by employees no later than March 31.

Forms should be mailed or delivered to Human Resource Services, Attn: Kathy Higgs; Employee Relations, PO Box 110281, Campus.

Phone: (352) 392-2477.