

# VIP Mid-Cycle Goal Review

## Instruction Sheet

Using the completed VIP Performance Appraisal form, from 2015/2016 Appraisal year, please complete page(s) 6 and/or 7 listing the Key Accountabilities and Goals. The second column titled "Mid-Cycle Status" is to be completed, based upon the initial goals set in March 2016, between September 1st and September 30<sup>th</sup> (as shown below).



**VALUING  
INDIVIDUAL  
PERFORMANCE**

**Performance Appraisal Form  
TEAMS and USPS Exempt**



**Business Affairs**  
University of Florida

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.

Once the Mid-Cycle Status column has been completed, review and sign the separate signature page which has been added (as shown below)



**Performance Appraisal Form  
TEAMS and USPS Exempt**



**Mid- Cycle Status Comments:**  
Click here to enter text.

**Employee Comments**

Click here to enter text.

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By signing below, I acknowledge that my mid-cycle 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.

<b>Employee's Name &amp; UFID</b> Click here to enter text.	<b>Title</b> Click here to enter text.	<b>Date</b>	<b>Signature</b>
<b>Immediate Supervisor's Name &amp; UFID</b> Click here to enter text.	<b>Title</b> Click here to enter text.	<b>Date</b>	<b>Signature</b>

This last page provides space for both the supervisor and employee to make additional comments and sign on the respective signature lines for the immediate supervisor and employee. Please note that this document should **NOT** to be submitted to Human Resources at this time but should be retained by the department until March 2017, when it will be used to complete the year end results.