Performance Appraisal Form for TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt

Name:
Title:
Position #:

Appraisal Type: Check one  □ Annual  □ Probationary  □ Special

Appraisal Period:

PART A: Employee Self Assessment
To be completed by employee and returned to supervisor prior to appraisal meeting.

Work Performance (Briefly list your main duties and accomplishments during the appraisal period.)

Attendance/Reliability (Describe your attendance during the appraisal period.)

Customer Service

Initiative/Productivity (List important accomplishments during the appraisal period.)

Teamwork & Interpersonal Skills

Goals for the next appraisal year

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.
PART B: Supervisor’s Assessment

Using attached rating guide, please rate employee’s performance in the listed categories using only whole numbers. Please attach a copy of employee’s job description and comment on employee’s accomplishment of goals during the appraisal period. If necessary, please use additional space on the final page.

Work Performance Score:

Attendance/Reliability Score:

Customer Service Score:

Initiative/Productivity Score:

Teamwork & Interpersonal Skills Score:

Goals for the next appraisal year

Total Score:
Overall rating based on total score: choose rating  (Contact Employee Relations before giving a “Below” or “Minimally Achieves” performance rating).

Employee’s Remarks: (I also acknowledge that a copy of my position description is attached and this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement.)

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 UF Regulation 6C1-1.011, which governs disclosure of outside activities and financial interests. As of this date (please check applicable box):

☐ [ ] I have no outside activities to report
☐ [ ] I have submitted a Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) to the chair/supervisor or dean/director
☐ [ ] My Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) is attached.

_____________________________________________________
Employee’s Name & UFID

Title

Date

Signature

_____________________________________________________
Immediate Supervisor’s Name & UFID

Title

Date

Signature

_____________________________________________________
Higher Level Supervisor’s Name & UFID

Title

Date

Signature

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### RATINGS GUIDE

(Supervisors may rate different levels for individual categories. The overall rating is determined by the total score. Ratings must be in whole numbers only.)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Below Performance Standards</th>
<th>Minimally Achieves Performance Standards</th>
<th>Achieves Performance Standards</th>
<th>Above Average Performance Standards</th>
<th>Exceeds Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Performance</td>
<td>Unacceptable performance;</td>
<td>Sometimes same as &quot;Below&quot; but progresses with counseling;</td>
<td>Consistently performs all job duties competently and timely;</td>
<td>Consistently performs higher than average;</td>
<td>Consistently exceeds all performance standards;</td>
</tr>
<tr>
<td></td>
<td>Does not perform job timely</td>
<td>Does not consistently meet performance standards;</td>
<td>Increases established goals;</td>
<td>Maximizes resources;</td>
<td>Seeks additional responsibilities;</td>
</tr>
<tr>
<td></td>
<td>or accurately</td>
<td>Requires frequent instruction;</td>
<td>Uses resources effectively;</td>
<td>Requires less than average amount of instruction;</td>
<td>Seeks ways to improve processes;</td>
</tr>
<tr>
<td></td>
<td>Requires constant instruction;</td>
<td>Has difficulty understanding;</td>
<td>Working knowledge of job</td>
<td>Higher than average knowledge of job</td>
<td>Recognized expert - fully understands all aspects of job</td>
</tr>
<tr>
<td></td>
<td>Insufficient knowledge of job;</td>
<td>Does not make effort to learn</td>
<td>Makes effort to learn/improve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance/Reliability</td>
<td>Excessively absent or tardy;</td>
<td>Frequently absent or tardy;</td>
<td>Consistently adheres to all policies/guidelines regarding time and leave usage;</td>
<td>Better than average attendance;</td>
<td>Excellent attendance record;</td>
</tr>
<tr>
<td><em>FMLA-related absences should not be considered when reviewing attendance</em></td>
<td>Does not follow attendance guidelines/policy/procedure;</td>
<td>Does not consistently follow attendance guidelines;</td>
<td>Consistently keeps to schedule;</td>
<td>Can always be relied on to complete tasks timely and accurately</td>
<td>Always completes tasks;</td>
</tr>
<tr>
<td></td>
<td>Cannot be relied on to finish tasks</td>
<td>Cannot always be relied on to finish tasks</td>
<td>Regularly completes tasks on time</td>
<td></td>
<td>Always produces excellent work;</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Unprofessional demeanor;</td>
<td>Sometimes as in &quot;Below&quot;, but progresses with counseling;</td>
<td>Makes effort to assist customers;</td>
<td>Exceeds peers in customer service;</td>
<td>Consistently receives positive feedback from customers;</td>
</tr>
<tr>
<td></td>
<td>Not helpful;</td>
<td>Inconsistent</td>
<td>Communicates clearly;</td>
<td>Always positive/pleasant</td>
<td>Goes the &quot;extra mile&quot; to resolve complex issues</td>
</tr>
<tr>
<td></td>
<td>Communicates poorly</td>
<td></td>
<td>Professional/courteous demeanor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative/Productivity</td>
<td>Requires constant supervision;</td>
<td>Requires frequent supervision;</td>
<td>Needs average supervision;</td>
<td>High level of productivity;</td>
<td>Highly motivated;</td>
</tr>
<tr>
<td></td>
<td>Poor organization and prioritization skills;</td>
<td>Minimally organized;</td>
<td>Able to work independently;</td>
<td>Requires little or no supervision;</td>
<td>Innovative;</td>
</tr>
<tr>
<td></td>
<td>Avoids responsibilities</td>
<td>Only assumes responsibilities when asked</td>
<td>Productive and motivated;</td>
<td>Works well independently;</td>
<td>Self starter;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Willingly accepts responsibilities</td>
<td>Effectively plans/prioritizes;</td>
<td>Exceptional planning/prioritizing;</td>
</tr>
<tr>
<td>Teamwork &amp; Interpersonal Skills</td>
<td>Creates conflict;</td>
<td>Sometimes same as in &quot;Below&quot;, but progresses with counseling;</td>
<td>Contributes positively to team;</td>
<td>Higher than average level of cooperation in team projects;</td>
<td>Team builder and motivator;</td>
</tr>
<tr>
<td></td>
<td>Unwilling to work with others;</td>
<td>Inconsistent</td>
<td>Supports organizational goals;</td>
<td>Often leads team efforts;</td>
<td>Easily assumes leadership role;</td>
</tr>
<tr>
<td></td>
<td>Unprofessional demeanor;</td>
<td></td>
<td>Inconsistent</td>
<td></td>
<td>Able to set team goals and ensure accomplishment of goals;</td>
</tr>
<tr>
<td></td>
<td>Responds negatively to feedback;</td>
<td></td>
<td>Occasionally causes rift within team</td>
<td></td>
<td>Inspires cooperation/progress</td>
</tr>
<tr>
<td></td>
<td>Unsupportive of organizational goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL RATING BASED ON TOTAL SCORES**:  
Below performance standards: 5 - 9  
Minimally achieves performance standards: 10 - 14  
Achieves performance standards: 15 - 19  
Above average performance standards: 20 - 23  
Exceeds performance standards: 24 - 25

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