

University Support Personnel System

PERFORMANCE EVALUATION GUIDELINES FOR SUPERVISORS

AUTHORITY:	Chapter 6C3-10.130, Florida Administrative Code
POLICY:	<p>An employee with probationary status shall be given a performance evaluation within 30 calendar days prior to the end of the designated probationary period for the class.</p> <p>An employee with permanent status shall receive an annual evaluation each year within 30 days following the date the employee was appointed to his or her current class. Such evaluations shall cover the period from the employee's last evaluation through day ending the annual rating period.</p> <p>A special evaluation may be conducted at the discretion of the rater. However, when an employee's performance is at the Below Performance Standards Level, a special evaluation must be completed. The special evaluation period cannot begin more than 60 days prior to the completion date of the evaluation.</p>
PURPOSE:	<p>The employee performance evaluation program provides for overall evaluation of an employee's performance for a specific period of time. The evaluation shall be based on measurable, observable, or verifiable performance standards, which the employee is expected to achieve, or the objectives the employee is expected to accomplish and shall be the basis of the evaluation. A performance standard describes acceptable or satisfactory performance.</p>
PROCEDURES:	<p>The Overall Rating</p> <p>The formal evaluation system for University Support Personnel System employees includes four evaluation levels. They are:</p> <p><u>Greatly Exceeds Performance Standards</u> - employees evaluated at this level consistently perform significantly above the performance standards for the position.</p> <p><u>Exceeds Performance Standards</u> - employees evaluated at this level perform at a level above the performance standards for the position.</p> <p><u>Achieves Performance Standards</u> - employees evaluated at this level successfully perform their duties and responsibilities with a normal amount of supervision, fully meet the performance standards established for the position, and are an asset to their work unit and the University. <u>This is the expected and usual level of performance.</u></p> <p><u>Below Performance Standards</u> - employees evaluated at this level fail to meet the minimum performance standards for the position. Such performance is <u>unacceptable</u> and immediate steps must be taken by the supervisor to identify specific improvements necessary for the employee to achieve performance standards.</p> <p>The Evaluation</p> <p>The performance evaluation is prepared by the employee's immediate supervisor who shall be held accountable for the evaluation. The immediate supervisor is the employee regularly assigned to direct the work of the employee, or if unavailable, the next higher level supervisor.</p>

The Evaluation (Continued)

The employee is evaluated on how well he/she meets the performance standards that have been established for the duties of the position. After reviewing the standards, the immediate supervisor should study each evaluation factor on the form and circle the score that best describes the performance of the employee. Each evaluation factor must be scored and all scores totaled for an overall rating. Comments are encouraged but are not mandatory; however, an Exceeds or Below Performance Standards rating should be accompanied by appropriate justifying remarks.

After the immediate supervisor has signed higher level it By signing dating the evaluation form, the next higher level supervisor certifies that it has been reviewed. Although the rating of the supervisor cannot be changed, a reviewing supervisor may include any written comments he/she believes are appropriate concerning the evaluation.

The evaluation forms should be completed within 30 days following the employee's annual evaluation date. Such evaluations shall cover the period from the employee's last evaluation through the day ending the annual rating period (the day prior to the employee's annual evaluation date).

The Interview

When the evaluation has been finalized at all levels, a private conference should be held between the immediate supervisor and the employee. During the conference, the supervisor should:

Review each factor with the employee and bring out documented incidents that support the rating.
Discuss problem areas of performance so that improvements and/or training needs may be defined, but emphasize performance strengths to encourage improvement in the employee's efficiency.
Listen to the employee's comments about job performance as well as the overall evaluation itself.
Begin the performance planning phase of the next evaluation or set up a time to meet with the employee to prepare the performance plan for the next evaluation period.

After the interview is completed, the employee should sign and date the evaluation. The employee's signature certifies that he/she had the opportunity to review and discuss the evaluation with the rater but does not mean the employee necessarily agrees with it. If the employee refuses to sign, a notation of the refusal should be placed on the form. The employee may attach a statement to the evaluation explaining the refusal. The original of the evaluation form should be sent to University Personnel Relations for placement in the employee's personnel file. A copy should be given to the employee, and a copy should be retained in the department file.