Staff Performance Appraisals and Probationary Periods



Staff Performance Appraisals

<u>UF Engaged</u> - A new approach to TEAMS Staff Appraisals. Learn more in this video and here

Staff Probationary Periods

Probationary periods will continue to be processed similarly to the current system but within UF Engaged. The system will generate reminders for leaders; prompting them to complete both the Probationary Mid-Point Check-in at 3-months, and the End of Probation Check-in at 6-months. During the probationary period, leaders are required to work with their Employee Relations Satellite Office for Probationary Extensions and Probationary Dismissals. Probationary Extensions will be applied in 3-months intervals, but the probationary period for TEAMS employees will not exceed 12 months.

- A TEAMS employee will only serve one probationary period per lifetime at UF, unless there is a break in service. Note for supervisor: still refer to 6 month staff onboarding documents on the HR site to onboard them properly.
- USPS serve a probationary period whenever they go into a job that they have not held before

■ Frequently Asked Questions