

**Student Development and Enrollment Services
In-Unit A&P Annual Evaluation Standards & Procedures
Counseling and Psychological Services (CAPS)
Wellness and Health Promotions Services (WHPS)**

Employee Name _____

Employee ID _____

Department: _____

Review Period: _____ to _____

Type of Review: _____ Annual _____ 6 Month _____ Other

The job performance of an **In-Unit A&P** staff member is to be reviewed annually on an academic year (May-May) basis to ensure attainment of professional and division goals and objectives, to enhance communications, and to facilitate and promote career growth and development. Evaluations are to be performed in accordance with the BOT-UFF Collective Bargaining Agreement. **The following are the top three goals from your previous annual performance review. The type of progress achieved on these goals will affect ratings under performance factor #11.**

Goal I:

Comments:

Goal I: ___Achieved ___Not Achieved ___In Progress

Goal II:

Comments:

Goal II: ___Achieved ___Not Achieved ___In Progress

Goal III:

Comments:

Goal III: ___Achieved ___Not Achieved_ ___In Progress

Unsatisfactory (Consistently below Expectations)	Conditional (Below Expectations)	Satisfactory (Meets Expectations)	Above Satisfactory (Above Expectations)	Outstanding (Exceeds Expectations)	Not Applicable
U	C	S	AS	O	N/A

Service Provision	Ratings:
1. Clinical Efficiency: Is efficient in the clinical system; consistent with Department direct service expectations. Efficiently manages schedule and multiple clinical duties as outlined in work agreement and Department policies and procedures.	U C S AS O N/A
2. Clinical Competency: Performs all the duties and responsibilities of the clinical system and provides effective clinical services in those roles. Serves as an effective generalist. Conducts appropriate risk management and follows Department policies and procedures.	U C S AS O N/A
3. Clinical Documentation: Provides timely, accurate, thorough, and comprehensive documentation of clinical work consistent with Department policies and procedures and Florida laws and rules.	U C S AS O N/A
4. Training and Supervision: Demonstrates willingness and adequate participation in training and supervising based on job role and opportunity. Accurately follows through on administrative expectations, documentation, and responsibilities based on Department policies and procedures.	U C S AS O N/A
5. Outreach: Meets requirements for outreach demand based on work agreement, opportunity, and participation. Accurately follows through on administrative expectations and responsibilities based on Department policies and procedures.	U C S AS O N/A
6. Multicultural/Diversity: Demonstrates knowledge, skills and awareness of cultural competency variables in professional practices. Makes decisions with cultural sensitivity in mind. Behaves in accordance with Department and University equity and inclusion values.	U C S AS O N/A
Comments:	
Professionalism/Work life	
Ratings:	
7. Leadership: Actively participates in meetings and committees by sharing ideas and opinions. Volunteers and follows through on tasks and commitments. Works independently and contributes effectively as a team member. Represents the Department in a professional and positive manner on campus, in community and/or nationally.	U C S AS O N/A
8. Dependability/ Attendance/ Team Player: Behavior is consistent with Department responsibilities and expectations. Demonstrates working effectively with colleagues at various levels to solve problems, improve work processes, or accomplish specific tasks. Contributes to a professional, positive, and inclusive work environment.	U C S AS O N/A
9. Adaptability, Flexibility, and Communication: Demonstrates flexibility, self-awareness, mutual respect, and adaptability to a changing work environment. Effectively shares, receives and integrates feedback. Communicates ideas clearly, accurately, and respectfully (both verbally and in writing) with all staff.	U C S AS O N/A
10. Judgment/Decision Making and Problem Solving: Demonstrates competency as shown by accuracy, timeliness, thoroughness and follow-through guided by University, Division, and Department policies, procedures, and state laws and ethical guidelines. Ability to discern and prioritize responsibilities; develops sound, prompt and practical solutions to challenges.	U C S AS O N/A
11. Professional Growth, Development and Contributions: Engages in positive and productive professional activities enhancing the mission of Department and University. Accomplishes annual goals. Obtains and keeps active license or actively working on licensure. Actively participates in professional development activities.	U C S AS O N/A
Comments:	
Totals:	
U_____ C_____ S_____ AS_____ O_____ N/A_____	

Comments/Feedback	1. 2. 3.
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Future Goals and Expectations	1. 2. 3.
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Overall Performance Evaluation

- ___ Outstanding: Performance is at least Satisfactory in all areas and outstanding in at least 51% of the applicable evaluated areas.
- ___ Above Satisfactory: Performance is at least Satisfactory in all areas and Above Satisfactory or better in at least 51% of the applicable evaluated areas.
- ___ Satisfactory: Performance is at least Satisfactory in all areas; with the exception of one Conditional.
- ___ Conditional: Performance is below the Satisfactory level by receiving a Conditional in two or more areas.
- ___ Unsatisfactory: Performance is below the Satisfactory level by receiving Conditional in two or more areas for a second consecutive evaluation period.

Employee Comments:

I certify this performance review has been discussed with me.

Signature of Employee

Date

Signature of Direct Supervisor/ Portfolio Leader

Date

Signature of Director

Date

Senior Associate Vice President and Dean of Students, SDES

Date