

2024 OPE Supervisor Guidelines for Staff Evaluations

The appraisal process helps staff to better understand how their contributions are viewed at USF, and to think creatively about their future career goals. The appraisal process is one we view as positive and clarifying; one that should assist in the identification of mutually shared objectives. Yearly appraisals for all OPE members are also required by the collective bargaining agreement between the University and OPE, Local 29. The concepts listed below were mutually agreed to by both parties in the labor agreement. They are meant to assist supervisors as they prepare for and complete the appraisal process.

Supervisor

1. Staff member should **complete the Staff Self-Appraisal in USFWorks between March 10 and March 28, 2025.**
2. Manager completes Manager Appraisal in USFWorks between March 31 and April 25, 2025.
3. Manager's Manager reviews and approves the completed appraisal in USFWorks between April 28 and May 9, 2025.
4. Manager schedules one-on-one appraisal appointment with the staff member.
- **Appraisal meeting will be held between May 12 and May 23, 2025.**
5. In preparing for the appraisal, the Supervisor should review staff member's previous evaluation. The supervisor should also be prepared to discuss the staff member's current Self-Appraisal.
6. Supervisor meets with staff member and reviews the approved Performance Appraisal.
7. Supervisor ensures that all issues in the Staff Self-Appraisal have been covered and job responsibilities, future goals, etc., are reviewed. Supervisor sets goals and target completion dates, and discusses suggestions for development activities with staff member (e.g., professional development, new assignments, or projects).
8. **Supervisor will give their evaluation to the staff member between May 12 and May 23, 2025.**
9. Staff member will have five (5) days after receiving the supervisor's Appraisal to review and sign the completed Appraisal, entering any comments in the comment section of the Appraisal if necessary. If needed, the staff member will make a follow-up appointment with their supervisor to discuss comments. The staff member acknowledges the appraisal **no later than May 23, 2024**, printing a copy from USFWorks for their own records if they so choose. The performance appraisal will be archived and available to the staff member in USFWorks.
10. Supervisor ensures that the staff member reviews and electronically signs the completed appraisal in USFWorks, entering any comments if necessary.
11. Throughout the year, the supervisor and staff member should continue discussions about job responsibilities and how they have changed, periodically checking progress towards performance goals. A mid-year evaluation should be scheduled in the fall.

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OPE Appraisal Template

Below is the OPE appraisal form that will be completed in USFWorks by the OPE staff member and then will be reviewed by their manager and manager's manager before being discussed and finalized with the OPE staff member.

1. What were your major accomplishments during the past year? Be as specific as possible.
2. List your job-related strengths; please give examples of how you utilize these strengths during the past year:
3. Identify any difficulties or problems encountered in the workplace and actions you took to overcome these difficulties or problems:
4. Identify any job-related weaknesses or areas where you believe additional development is needed:
5. What are your professional goals and objectives for the next year at USF?
6. What resources can be provided which would assist you in meeting future goals/objectives?
7. Are there any additional comments, observations or suggestions you care to make which would help your supervisor and the University evaluate your job performance?

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2024 OPE Staff Self-Evaluation Guidelines and Form

The evaluation process will assist staff to better understand how their contributions are viewed at USF and to think creatively about future career goals. The review process is one we view as positive and clarifying; one that should assist in the identification of mutually shared objectives. Annual evaluations for all OPE members are also required by the collective bargaining agreement between the University and OPE, Local 29.

The concepts listed below were mutually agreed to by both parties to the labor agreement. They are meant to assist you as you prepare for and complete the appraisal process.

Staff Member

1. Staff member prepares Self-Evaluation and gives it to the supervisor at least two (2) days prior to the appraisal meeting, keeping a copy for their own records. In preparation for the appraisal, the staff member should review their previous evaluation.
 - Staff member should have the Self-Evaluation completed on or before **March 28, 2025.**
 - Appraisal meeting will generally be held between **May 12 and May 23, 2025.**
2. Staff member meets with the supervisor for appraisal appointment and reviews the Self-Evaluation with the supervisor. The staff member should ask questions to clarify and ask for specific examples if the supervisor is talking in generalities. The staff member should ensure that all issues in the Staff Self-Evaluation have been covered and job responsibilities, future goals etc., are reviewed. Staff member and supervisor set goals, target completion dates, and discuss suggestions for development activities (e.g., professional development, new assignments, or projects).
3. Staff member should make notes after the performance review meeting of any areas of disagreement.
4. Staff member will have five (5) days after receiving the Supervisor's Appraisal to review and sign the final appraisal in USFWorks, adding any comments to the Supervisor Appraisal if necessary. If needed, the staff member will make a follow-up appointment with their supervisor to discuss comments.
 - Staff member will receive the Supervisor evaluation no later than **May 18, 2025.**
 - Staff member will acknowledge the final evaluation in USFWorks no later than **May 23, 2025.**
5. Throughout the year, the staff member and the supervisor should continue discussions about job responsibilities and how they have changed, periodically checking progress towards performance goals. A mid-year evaluation should be scheduled.

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SAMPLE OPE Staff Self-Appraisal Form

This is the sample questionnaire that must be completed by the employee by the designated due date in USFWorks. In cases where the staff member believes a particular question is not applicable, the question should be discussed with a supervisor prior to completing the self-appraisal. Answer the following six questions, as thoroughly as possible.

1. What were your major accomplishments during the past year; be as specific as possible:
2. List your job-related strengths; please give examples of how you utilize these strengths during the past year:
3. Identify any difficulties or problems encountered in the workplace and actions you took to overcome these difficulties or problems:
4. Identify any job-related weaknesses or areas where you believe additional development is needed:
5. What are your professional goals and objectives for the next year at USF:
6. What resources can be provided which would assist you in meeting future goals/objectives:
7. Are there any additional comments, observations or suggestions you care to make which would help your supervisor and the University evaluate your job performance?