

Staff Performance Appraisals and Probationary Periods



Staff Probationary Periods

Probationary periods will be processed 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

Staff Performance Appraisals

[UF Engaged](#) - Have conversations with the TEAMS employees that you supervise and make notes in UF Engaged. Learn more in this [video](#) and [here](#)

[Frequently Asked Questions](#)