

**The University of Tennessee**

**Performance Review Summary Form (to be completed for all staff and forwarded to Human Resources)**

Employee Name: \_\_\_\_\_ IRIS Personnel Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Review Completed By: \_\_\_\_\_ Reviewer's Personnel Number: \_\_\_\_\_  
Review Period: January 2015 to December 2015

**Key Elements:**

1. **Accomplishments** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in documentation such as the PDQ, annual work plan, etc.
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
2. **Service & Relationships** - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
3. **Accountability & Dependability** - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the University. (NOTE: Time off approved under FMLA may not be considered.)
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
4. **Adaptability & Flexibility** - the extent to which the employee exhibits openness to new ideas, programs, systems, and/or structures.
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
5. **Decision Making & Problem Solving** - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University. (As applicable, this element includes developing and managing human and fiscal resources within the framework of University policy.)
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**TOTAL POINTS:** \_\_\_\_\_

Employee Name: \_\_\_\_\_ IRIS Personnel No: \_\_\_\_\_

<u>RATING</u>	<u>TOTAL POINTS</u>
Consistently Exceeds Expectations	= 23 - 25
Fully Achieves and Occasionally Exceeds Expectations	= 19 - 22
Fully Achieves Expectations	= 15 - 18
Sometimes Achieves Expectations	= 10 - 14
Unsatisfactory/Not Eligible for Across the Board Increase (Performance Improvement Plan Required)	= 9 or less

Final PR Rating: \_\_\_\_\_

1. Goals and Objectives have been developed and discussed with employee?  Yes  No
2. Job Duties and Performance Expectations have been discussed with employee?  Yes  No
3. Appropriate corrective action has been discussed with employee?  Yes  No  NA

Supervisor's Comments: (This section may be used as documentation for the "Unsatisfactory" ratings.)

Employee's Comments: (Employees may provide additional comments to be retained with this document in the personnel file.)

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

(1) \_\_\_\_\_  
Supervisor's Signature Date

(2) \_\_\_\_\_  
Dept. Head/Director's Signature Date  
(To be reviewed before employee's signature.)

(3) \_\_\_\_\_  
Employee's Signature Date

**The University of Tennessee**  
**Goals & Objectives Form**

Employee Name: \_\_\_\_\_ Personnel Number: \_\_\_\_\_  
 Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Review Completed By: \_\_\_\_\_ Review Period: \_\_\_\_\_ to \_\_\_\_\_

- The Goals & Objectives should include both departmental goals and plans for personal and professional development.
- The time frame indicates when the goal should be accomplished.
- Evaluation indicates how accomplishment will be measured.

	<b>Goals and Objectives</b>	<b>Time Frame</b>	<b>Evaluation</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**The University of Tennessee**  
**Goals & Objectives Form**

Employee Name: \_\_\_\_\_

Personnel Number: \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Review Completed By: \_\_\_\_\_

Review Period: \_\_\_\_\_ to \_\_\_\_\_

- The Goals & Objectives should include both departmental goals and plans for personal and professional development.
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	<b>Goals and Objectives</b>	<b>Time Frame</b>	<b>Evaluation</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			