**The University of Tennessee**

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

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| **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **IRIS Personnel Number:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Review Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Reviewer's Personnel Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Review Period: January 2017 to December 2017** |  |

**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)

1. **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)

1. **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)

1. **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)

1. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATING TOTAL POINTS**

**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: \_\_\_\_\_\_\_\_\_\_\_**

**Supervisor's Comments: (Narrative to support overall review and/or as documentation for ratings of 1 or 5.)**

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

**Check the following items for completion:**

Goals and Objectives have been developed and discussed with employee?**[ ] Yes** **[ ] No**

Job Duties and Performance Expectations have been discussed with employee?**[ ] Yes** **[ ] No**

Appropriate corrective action has been discussed with employee?**[ ] Yes** **[ ] No** **[ ] NA**

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

1. (2)

 Supervisor's Signature Date Dept. Head/Director's Signature Date

 (To be reviewed before employee's signature.)

(3)   \_\_\_\_\_\_\_\_

 Employee's Signature Date

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| **The University of Tennessee** |
| **Goals & Objectives Form**  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Employee Name:** |   |  | **Personnel Number:** |   |
| **Department:** |   |  | **Position Title:** |   |
| **Review Completed By:** |   |  | **Review Period:**  | January 2018 | **to** | December 2018 |
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| * 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.
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|  | **Goals and Objectives** | **Time Frame** | **Evaluation** |
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