

**The University of Tennessee**

**Administrator/Supervisor/Peer Review Form (Optional)**

(To be completed at supervisor's request and returned to supervisor)

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Employee Name: \_\_\_\_\_ Review Period: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_

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You have been asked to complete this form for the above-named administrator, supervisor or colleague. Please use your knowledge of this person's work, decision-making habits and commitment when completing this review form. Your feedback will help inform the Annual Performance Review process.

**1. Shows Respect for Colleagues and Customers**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**2. Collaborates Well in a Team**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**3. Completes Tasks on Time**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**4. Willing to Learn New Techniques and Tasks**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

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

**5. Makes Sound and Logical Job-related Decisions**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**6. Participates in Training and Development Activities**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**7. Serves as a Positive Role Model for Others**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**8. Creates Supportive Environment for Diverse Employees**

- N/A
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

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**Relationship to Employee:**

- |   |  |
|---|--|
| <input type="checkbox"/> Co-worker / Equal Rank | <input type="checkbox"/> Co-worker / Higher Rank |
| <input type="checkbox"/> Co-worker / Lower Rank | <input type="checkbox"/> Supervised by Employee  |

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**Areas of Concern that Should be Addressed:**

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