

**The University of Tennessee**

**Review Form for Employees with Supervisory Responsibilities (Optional)**

(To be completed by supervisor for employees with supervisory responsibilities and used to inform decisions about annual performance)

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Employee Name: _____	IRIS Personnel Number: _____
Department: _____	Position Title: _____
Review Completed By: _____	Reviewer's Personnel Number: _____
Review Period: _____	

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**Key Elements:**

**1. Hires Effectively Based on Departmental Needs**

- N/A Due to Lack of Hires during Review Period
- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**2. Provides Clear Direction and Expectations**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**3. Manages Department's Work Flow Effectively**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**4. Creates a Positive Work Environment**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**5. Recognizes and Rewards Good Performance**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

Employee Name: \_\_\_\_\_ IRIS Personnel Number: \_\_\_\_\_

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

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**7. Addresses Performance Issues and Works with Employees to Improve Performance**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**8. Identifies Training/Development Opportunities for Staff and Encourages Attendance**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**9. Communicates Openly with Employees about Information and Decisions Affecting Them**

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

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**Signatures:**

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

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

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

(3) \_\_\_\_\_  
Dept. Head Signature                      Date