

The University of Tennessee  
PROBATIONARY PERIOD PERFORMANCE REVIEW SUMMARY FORM

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

**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 position description (PD), 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. **Inclusion, Diversity & Engagement** - the extent to which the employee treats others with fairness, dignity, and respect, fosters inclusion, values individual and group differences, makes efforts to enhance inclusion, diversity, and engagement, and contributes to departmental and organizational unit diversity strategic goals.
  - 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: \_\_\_\_\_

Please evaluate the employee's overall work performance:

\_\_\_\_\_ Acceptable performance                      \_\_\_\_\_ Unacceptable performance

I have discussed this review with the employee.

\_\_\_\_\_ Retained    \_\_\_\_\_ Terminated

Effective Date: \_\_\_\_\_

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

(1) \_\_\_\_\_  
Employer Signature    Date

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

Please return to your local Human Resources Office.