**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)

Employee Name: IRIS Personnel Number:

Department: Position Title:

Review Completed By: Reviewer’s Personnel Number:

Review Period:

**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

1. **Provides Clear Direction and Expectations**

[ ]  Consistently Exceeds Expectations

[ ]  Fully Achieves and Occasionally Exceeds Expectations

[ ]  Fully Achieves Expectations

[ ]  Sometimes Exceeds Expectations

[ ]  Rarely Achieves Expectations

1. **Manages Department’s Work Flow Effectively**

[ ]  Consistently Exceeds Expectations

[ ]  Fully Achieves and Occasionally Exceeds Expectations

[ ]  Fully Achieves Expectations

[ ]  Sometimes Exceeds Expectations

[ ]  Rarely Achieves Expectations

1. **Creates a Positive Work Environment**

[ ]  Consistently Exceeds Expectations

[ ]  Fully Achieves and Occasionally Exceeds Expectations

[ ]  Fully Achieves Expectations

[ ]  Sometimes Exceeds Expectations

[ ]  Rarely Achieves Expectations

1. **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:

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

[ ]  Consistently Exceeds Expectations

[ ]  Fully Achieves and Occasionally Exceeds Expectations

[ ]  Fully Achieves Expectations

[ ]  Sometimes Exceeds Expectations

[ ]  Rarely Achieves Expectations

1. **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

1. **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

1. **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

**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