

# 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 No: \_\_\_\_\_  
Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Review Completed By: \_\_\_\_\_ Review Period: \_\_\_\_\_ to \_\_\_\_\_

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### Key Elements:

1. **Accomplishments** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the PDQ.
  - Rarely Achieves Expectations (supporting documentation required)
  - Sometimes Achieves Expectations
  - Fully Achieves Expectations
  - Fully Achieves and Occasionally Exceeds Expectations
  - Consistently Exceeds Expectations (supporting statement/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.
  - Rarely Achieves Expectations (supporting documentation required)
  - Sometimes Achieves Expectations
  - Fully Achieves Expectations
  - Fully Achieves and Occasionally Exceeds Expectations
  - Consistently Exceeds Expectations (supporting statement/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.)
  - Rarely Achieves Expectations (supporting documentation required)
  - Sometimes Achieves Expectations
  - Fully Achieves Expectations
  - Fully Achieves and Occasionally Exceeds Expectations
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  
4. **Adaptability & Flexibility** - the extent to which the employee exhibits an openness to new ideas, programs, systems, and/or structures.
  - Rarely Achieves Expectations (supporting documentation required)
  - Sometimes Achieves Expectations
  - Fully Achieves Expectations
  - Fully Achieves and Occasionally Exceeds Expectations
  - Consistently Exceeds Expectations (supporting statement/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.)
  - Rarely Achieves Expectations (supporting documentation required)
  - Sometimes Achieves Expectations
  - Fully Achieves Expectations
  - Fully Achieves and Occasionally Exceeds Expectations
  - Consistently Exceeds Expectations (supporting statement/documentation required)

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1. Goals and Objectives have been developed and discussed with employee?  Yes  No
  2. Job Duties and Performance Expectations have been discussed with employee?  Yes  No
  3. Appropriate corrective action has been discussed with employee?  Yes  No  NA
  4. Please attach any comments (comment page provided) or required supporting documentation.
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**Supervisor's Comments: (This section may be used as documentation for the Consistently Exceeds and/or Rarely Meets Expectations ratings.)**

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

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

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

(2) \_\_\_\_\_  
Dept. Head/Director's Signature                      Date  
(To be reviewed prior to  
employee's signature.)

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