

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

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

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