

The University of Tennessee

Staff Performance Review Summary Form *(to be completed for all staff and forwarded to Human Resources)*

Employee Name: _____ IRIS Personnel No: _____
Department: _____ Position Title: _____
Review Completed 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 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)

