

The University of Tennessee at Chattanooga
Staff Performance and Development Review
Performance Review Summary

Employee Name:	<input style="width: 95%;" type="text"/>	Review Period: from	<input style="width: 95%;" type="text"/>	to	<input style="width: 95%;" type="text"/>
Employee IRIS#:	<input style="width: 95%;" type="text"/>	Position Title:	<input style="width: 95%;" type="text"/>		
Department:	<input style="width: 95%;" type="text"/>	Supervisor:	<input style="width: 95%;" type="text"/>		

Supervisors should review the staff member's Performance Report and Development Proposal and/or Self-Evaluation prior to completing this part of the evaluation, which is to be used to inform and guide discussion in the face-to-face Performance Review Meeting. Please attach any other forms or documents used in the performance review process and submit all documents to Human Resources for retention in the permanent personnel file.

Key Performance Elements:

1. Accomplishments - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the Position Description Questionnaire (PDQ).

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

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 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

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 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

4. Adaptability & Flexibility - the extent to which the employee exhibits openness to new ideas, programs, systems, and/or structures.

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

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.

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

TOTAL POINTS: _____

<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: _____

Summary Checklist

- 1. Goals and Objectives have been developed and discussed with employee? **Yes** **No**
Refer to optional Goals and Objectives form
- 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. Performance Improvement Plan has been developed for employees with a Final PR Rating of 9 or below (required)? **Yes** **No** **NA**
Refer to Performance Improvement Plan form
- 5. Individual Development Plan has been developed for employees receiving a Final PR Rating of 10 or above? **Yes** **No** **NA**
Refer to optional Individual Development Plan form

Job Content Review

Date of last review of staff member's PDQ by Human Resources:

Does the current Position Data Questionnaire reflect accurately the duties and responsibilities of this staff member?

Yes No

If it does not, it is suggested PDQ be revised for review by Human Resources.

Comments: *(additional attachments may be included, if space is insufficient)*

Supervisor:

Staff Member (Employee may provide additional comments to be retained with this document in personnel file):

I agree with this assessment of my performance:

I do not agree with this assessment of my performance:

[If staff member does not agree with content of review, he/she should indicate in the "comments" section above the points of disagreement to be considered by the next level of administration. Additional statements may be attached.]

By signing below, the staff member and supervisor acknowledge that this performance review was conducted in a face-to-face meeting in which feedback regarding performance was given and future performance and development plans were discussed.

Staff Member (required)

Date

Supervisor (required)

Date

By signing below, the administrator to whom the above supervisor reports attests to having examined the performance review documents, including any indication of contested issues.

Administrative Review Signature (required)

Title of Reviewer

Date

Please send original with any attachments to the Office of Human Resources for review and retention in permanent personnel file.

Appendix: Instructions for The Performance Review Summary

Key Elements of Performance Review Summary

Accomplishments – Evaluate the employee's success in performing identified duties/areas of responsibilities. Use the PDQ or departmental goals & objectives to identify specific duties/areas of responsibilities.

Service & Relationships – Evaluate the employee's success in the areas of customer service, communication and interpersonal skills, diversity, and teamwork.

Accountability & Dependability – Evaluate the employee's success in contributing to the effectiveness of the department and the overall mission of the university. It is important to note that time off approved under FMLA may not be considered.

Adaptability & Flexibility – Evaluate the employee's success in dealing effectively with additional responsibilities, learning innovative techniques and applying them to his/her job, and participating in appropriate training and development opportunities.

Decision Making & Problem Solving – Evaluate the employee's success in making decisions, following safe work practices, and complying with university policies and federal, state and local laws.

Ratings

Expectations should be specific, measurable, attainable, realistic, and timely. An employee should be evaluated based on how well he/she has met the known expectations of his/her position.

Evaluate the employee using the following options:

Rarely Achieves Expectations

Example: Employee rarely completes tasks on time or in a timely manner.

Sometimes Achieves Expectations

Example: Employee sometimes does/sometimes does not complete tasks on time and may often have to be reminded to complete the tasks.

Fully Achieves Expectations

Example: Employee consistently completes tasks on time or in a timely manner with no intervention.

Fully Achieves & Occasionally Exceeds Expectations

Example: Employee completes tasks early or on time and will occasionally seek ways to help others complete tasks and/or accept additional tasks.

Consistently Exceeds Expectations

Example: Employee completes tasks early or on time and consistently seeks ways to help others complete tasks and/or accept additional tasks.