

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

Employee Name:		Review Period: From	1/01/20__	to	12/31/20__
Employee Personnel #:		Position Title:			
Department:		Supervisor Personnel #:			

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*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. Inclusion, Diversity & Engagement** - Evaluate the extent to which the employee treats others with fairness, dignity and respect, fosters inclusion, values individual and group differences, makes efforts to enhance inclusion, diversity, and engagement, and contributes to departmental and organizational unit diversity strategic goals.

- 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?  
*Refer to optional Goals and Objectives form* 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

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

**Supervisor comments:**

**Staff member** *(employee may provide additional comments to be retained with this document in personnel file):*

NOTE: If staff member does not agree with the content of the review, staff member may indicate the points of disagreement in the Comments section above.

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

**Supervisor** (required)

**Date**

**Administrative Review Signature** (required)  
(to be reviewed before employee signature)

**Date**

**Staff Member** (required)

**Date**

***Please email the Performance Review Summary to the Office of Human Resources for review and retention in the employee's personnel file. Maintain a copy of the summary form and all supporting documents in the department's employee file.***