

**The University of Tennessee
Performance Review Detail Form**

Employee Name: _____ **Personnel Number:** _____
Department: _____ **Position Title:** _____
Review Completed By: _____ **Review Period:** _____ to _____

Complete this form as back-up documentation to assist you in completing the Summary Sheet. The categories are grouped to match the categories in the Summary Sheet. For each item, choose the response that most closely matches your views of the employee's performance.

Service & Relationships

1. **Customer Service** - the extent to which the employee recognizes the importance of customer satisfaction by providing students, other staff, and the general public with prompt and accurate information in a respectful and helpful manner.

- Rarely Achieves **Comments/
Examples:**
 Sometimes Achieves
 Fully Achieves
 Meets and Occasionally Exceeds
 Consistently Exceeds

2. **Communication & Interpersonal Skills** - the extent to which the employee is respectful of management, co-workers, staff, students and the general public.

- Rarely Achieves **Comments/
Examples:**
 Sometimes Achieves
 Fully Achieves
 Meets and Occasionally Exceeds
 Consistently Exceeds

3. **Diversity** - the extent to which the employee fosters positive working relationships in a diverse workplace.

- Rarely Achieves **Comments/
Examples:**
 Sometimes Achieves
 Fully Achieves
 Meets and Occasionally Exceeds
 Consistently Exceeds

4. **Teamwork** - the extent to which the employee successfully collaborates with others to accomplish departmental and University goals.

- Rarely Achieves **Comments/
Examples:**
 Sometimes Achieves
 Fully Achieves
 Meets and Occasionally Exceeds
 Consistently Exceeds

Dependability (Note: Time off approved under FMLA may not be considered)

1. **Attendance** - the extent to which the employee can be depended upon to report to work promptly each day.

- Does not **Comments/
Examples:**
 Does

2. **Punctuality** - the extent to which the employee can be depended upon to report to work promptly each day.

- Does not **Comments/
Examples:**
 Does

Performance Review Detail Form (Page 2)

Employee Name: _____ **Personnel Number:** _____

3. **Work Performance** - the extent to which the employee can be relied upon to meet work schedules efficiently, fulfill job responsibilities, and is self-sufficient in completing tasks.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

Adaptability/Flexibility/Development

1. **Adaptability** - the extent to which the employee is willing to learn new techniques and/or tasks and apply them to his/her job.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

2. **Flexibility** - the extent to which the employee deals effectively with new responsibilities.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

3. **Employee Development** - the extent to which the employee engages in and documents appropriate training and development opportunities to enrich him/herself personally and professionally (HR 128).

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

Decision Making/Problem Solving

1. **Decision Making** - the extent to which the employee can be relied upon to make sound, logical decisions.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

2. **Safety** - the extent to which the employee follows safe working practices.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

3. **Compliance** - the extent to which the employee follows University policies and Federal, State, and Local laws.

<input type="checkbox"/> Rarely Achieves	Comments/ Examples:	
<input type="checkbox"/> Sometimes Achieves		
<input type="checkbox"/> Fully Achieves		
<input type="checkbox"/> Meets and Occasionally Exceeds		
<input type="checkbox"/> Consistently Exceeds		

Employee Name: _____

Personnel Number: _____

If employee performs a managerial function, please complete the Manager/Supervisor evaluation section:

1. **Manages and develops human resources effectively.**

- Does not
 - Does
- Comments/
Examples:**

2. **Promotes personal and professional development of employees.**

- Rarely Achieves
 - Sometimes Achieves
 - Fully Achieves
 - Meets and Occasionally Exceeds
 - Consistently Exceeds
- Comments/
Examples:**

3. **Uses fiscal resources in a responsible manner.**

- Does not
 - Does
- Comments/
Examples:**

4. **Develops plans and goals which support the University's and unit's mission.**

- Rarely Achieves
 - Sometimes Achieves
 - Fully Achieves
 - Meets and Occasionally Exceeds
 - Consistently Exceeds
- Comments/
Examples:**

5. **Encourages creativity and innovation in others.**

- Rarely Achieves
 - Sometimes Achieves
 - Fully Achieves
 - Meets and Occasionally Exceeds
 - Consistently Exceeds
- Comments/
Examples:**

6. **Sets appropriate example for employee behavior.**

- Rarely Achieves
 - Sometimes Achieves
 - Fully Achieves
 - Meets and Occasionally Exceeds
 - Consistently Exceeds
- Comments/
Examples:**

7. **Makes appropriate hiring decisions.**

- Does not
 - Does
- Comments/
Examples:**

Performance Review Detail Form (Page 4)

Employee Name: _____ **Personnel Number:** _____

8. Resolves problems in a constructive manner.

- Does not
- Does

**Comments/
Examples:**

9. Reviews employees' performance and provides formal evaluations annually.

- Does not
- Does

**Comments/
Examples:**

General Comments:

(3) _____
Employee's Signature Date

(1) _____
Supervisor's Signature Date

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