THE UNIVERSITY OF TENNESSEE
HEALTH SCIENCES
Office of Human Resources

Probationary Performance Review

Three-Month Check-In

Purpose. UTHS staff serve a six-month probationary period. This three-month review is a formal checkpoint, strongly encouraged under HR0135-H: it tells the employee where they stand, documents specific guidance where performance is below expectations, and sets up the required six-month review. It is not the retention decision; that decision is made at six months on the Probationary Period Performance Review form.

1. EMPLOYEE INFORMATION

Employee name

Personnel number

Job title

Department

Supervisor

Supervisor title

Hire date

Probationary period ends (6 mo.)

Date of this review

2. EXPECTATIONS SET AT HIRE AND PROGRESS TO DATE

List the two to four most important expectations communicated when the employee started (core duties, required training, clinical or research competencies) and note progress on each.

Expectation 1

Progress

Expectation 2

Progress

Expectation 3

Progress

3. PERFORMANCE AT THREE MONTHS

Rate each area against what is reasonable to expect of a new employee at three months. Use "Too early to assess" where the employee has not yet had the opportunity to demonstrate the behavior.

AREA	Below expectations	Meets expectations	Exceeds expectations	Too early to assess
Quality and quantity of work Accuracy, thoroughness, and output on core duties	○	○	○	○
Service, communication, and collaboration Patients, students, colleagues, and other departments	○	○	○	○
Accountability and dependability Attendance, punctuality, follow-through on commitments	○	○	○	○
Adaptability and response to feedback Learns new systems and procedures; applies coaching	○	○	○	○
Judgment and problem solving Knows when to act, when to ask, and when to escalate	○	○	○	○
Compliance and required training Mandatory training complete; follows safety, privacy, and policy rules	○	○	○	○

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4. STRENGTHS OBSERVED

5. AREAS NEEDING IMPROVEMENT AND THE SPECIFIC GUIDANCE GIVEN

Required when any area is rated "Below expectations." State the gap, the specific change expected, the support the supervisor will provide, and the date progress will be checked. (HR0135-H)

Follow-up check-in date

Mandatory training complete?

☐ Yes ☐ No, items outstanding:

6. OVERALL STATUS AT THREE MONTHS (SELECT ONE)

○ **On track**
Performance meets expectations for this stage. Continue to the six-month review.

○ **Needs improvement**
Specific guidance is documented in Section 5 and a follow-up date is set.

○ **Serious concern**
Supervisor has contacted HR Employee Relations to discuss next steps before the six-month review.

7. EMPLOYEE COMMENTS (OPTIONAL)

8. ACKNOWLEDGMENT AND SIGNATURES

The supervisor and employee have discussed this review. The employee's signature confirms that the discussion took place and that the employee received a copy; it does not indicate agreement with the content. The employee may attach a written response.

Employee signature | Date | Supervisor signature | Date

For Human Resources use

Received | Reviewed by | Six-month review due