

# The University of Tennessee Health Science Center Performance Review Summary Form

Must be completed for all staff and forwarded to Human Resources.

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Employee Name: \_\_\_\_\_ IRIS Personnel Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Review Completed By: \_\_\_\_\_ Reviewer's Personnel Number: \_\_\_\_\_  
Review Period: \_\_\_\_\_ to \_\_\_\_\_

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## KEY ELEMENTS:

- 1. Accomplishments:** The extent to which the employee meets expectations in performing the job functions of his/her position as defined in documentation such as the Position Description (PD), annual work plan, etc.
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
- 2. Service and Relationships:** The extent to which the employee's behaviors are directed toward fostering positive working relationships in a civil 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  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
- 3. Accountability and 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  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
- 4. Equity, Diversity, and Inclusion:** The extent to which the employee treats others with fairness, dignity, and respect; fosters inclusiveness; values individual and group differences (i.e. age, gender, religion, race, ethnicity, sexual orientation, gender identity, nationality, veterans, disability, culture, position, and others); takes efforts to enhance diversity, inclusion, and cultural humility; 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  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
- 5. Decision Making and 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.)
  - 5  Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4  Fully Achieves and Occasionally Exceeds Expectations
  - 3  Fully Achieves Expectations
  - 2  Sometimes Achieves Expectations
  - 1  Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**TOTAL POINTS:** \_\_\_\_\_

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Employee Name: \_\_\_\_\_ IRIS Personnel Number: \_\_\_\_\_

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**RATING:**

**TOTAL POINTS:**

<b>Consistently Exceeds Expectations</b>	<b>= 23 - 25</b>
<b>Fully Achieves and Occasionally Exceeds Expectations</b>	<b>= 19 - 22</b>
<b>Fully Achieves Expectations</b>	<b>= 15 - 18</b>
<b>Sometimes Achieves Expectations</b>	<b>= 10 - 14</b>
<b>Unsatisfactory/Not Eligible for Across the Board Increase</b> (Performance Improvement Plan Required)	<b>= 9 or less</b>
<b>FINAL PR RATING:</b>	<b>= _____</b>

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- |  |                                     |                                    |                                     |
|--|-------------------------------------|------------------------------------|-------------------------------------|
| 1. Goals and objectives have been developed and discussed with employee?:  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |                                     |
| 2. Job duties and performance expectations have been discussed with employee?:   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |                                     |
| 3. Appropriate corrective action has been discussed with employee?:  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> <b>N/A</b> |
| 4. My supervisor has informed me of the importance of regularly checking my work and personal information that is recorded in IRIS?: | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> <b>N/A</b> |
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**Supervisor's Comments:** *(This section may be used as documentation for the "unsatisfactory" ratings.)*

**Employee's Comments:** *(Employees may provide additional comments to be retained with this document in the personnel file.)*

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

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Unit Head/Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(To be reviewed before employee's signature.)*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# The University of Tennessee Health Science Center Goals and Objectives Form

Employee Name: \_\_\_\_\_ IRIS Personnel Number: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Review Completed By: \_\_\_\_\_ Reviewer's Personnel Number: \_\_\_\_\_

Review Period: \_\_\_\_\_ to \_\_\_\_\_

- This form should include both departmental goals and plans for personal and professional development.
- The time frame indicates when the goal should be accomplished.
- Evaluation indicates how accomplishment will be measured.

	Goals and Objectives	Time Frame	Evaluation
1			
2			
3			
4			
5			