

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.

Accomplishments

1. **Attainment of Goals** - the extent to which the employee determines goals and makes efforts to reach those goals.

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

2. **Use of Resources** - the extent to which the employee is a good steward of University resources and maximizes the tools available to them.

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

3. **Deadlines** - the extent to which the employee adheres to stated and unstated deadlines.

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

4. **Initiative** - the extent to which the employee has the ability to assess and initiate things independently.

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

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.

- Does not
 - Does
- Comments/
Example:**

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

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

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3. Listening Skills — the extent to which the employee accurately receives and interprets messages in the communication process.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

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

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

Accountability and 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.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

2. Follow-through - the extent to which the employee continues an action or task to its conclusion.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

3. Working Independently — the extent to which the employee takes ownership and does not require constant assistance or supervision to complete that task(s).

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

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Equity, Diversity, and Inclusion – the extent to which the employee is willing to learn new techniques and/or tasks apply them to his/her job.

1. Equity – the extent to which the employee treats others equitably and respects individual differences.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

2. Diversity – the extent to which the employee invites diverse ideas

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

3. Inclusion – the extent to which the employee appropriately connects with others and interacts with different people.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

Decision Making/Problem Solving

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

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

2. Solution Driven – the extent to which the employee prevents or solve problems.

- Rarely Achieves
- Sometimes Achieves
- Fully Achieves
- Meets and Occasionally Exceeds
- Consistently Exceeds

**Comments/
Examples:**

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

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

4. Safety – the extent to which the employee follows safe working practices.

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

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:**

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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:**

8. Resolves problems in a constructive manner.

- Does not
- Does

**Comments/
Examples:**

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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).