

# Performance Review

Annual performance reviews are a key component of employee development.

UT Policy HR0129, Performance Review, specifies that the objective of the annual review is to provide all regular University staff and their supervisors an opportunity to:

- Discuss job performance
- Set goals for professional development
- Establish objectives for contributing to the department's mission
- Discuss expectations and accomplishments

## Performance Review Form

The **Performance Review Summary Form** should be completed for all regular staff employees and submitted to Human Resources. Submission deadlines vary by campus and institute. *Please make sure you have the latest version of Adobe Reader.*

A detailed explanation of the summary form's components and instructions about how to use the form are included in the accompanying Performance Review Instruction Form ([PDF](#)). The Performance Review Summary Form is the **only required form**.

## Available Training

Several resources are available to help prepare supervisors and employees:

- Please contact your campus Human Resources office to set up training sessions.

## New Optional Tools

Three optional tools have been added to help supervisors make informed decisions about performance. **The performance review summary form listed above is the only required form.** The optional tools explained below can be used at supervisors' discretion to help in completing the performance review summary form and to address improvement needs.

The **Optional Review Form for Employees with Supervisory Responsibilities** ([PDF](#)) allows supervisors to evaluate an employee's ability to lead others and/or manage a department.

The **Optional Performance Improvement Plan** ([PDF](#)) can be used by supervisors after completing the Performance Review Summary Form to address areas needing attention with employees receiving overall ratings of Sometimes Achieves Expectations or Rarely Achieves Expectations on the summary form. It also provides an opportunity to discuss specific improvements needed for employees to Fully Achieve Expectations.

## Questions?

Please review our [Frequently Asked Questions \(FAQs\)](#).

If you need assistance or have other questions, please contact your Human Resources Office – (731) 881-7845.