

**The University of Tennessee**  
**PROBATIONARY PERIOD PERFORMANCE REVIEW SUMMARY FORM**

Employee Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Hire Date: \_\_\_\_\_  
Review Period: \_\_\_\_\_ to \_\_\_\_\_

IRIS Personnel Number: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Review Completed By: \_\_\_\_\_  
Reviewer's Personnel Number: \_\_\_\_\_

**INSTRUCTIONS:** Please complete this form before the end of the employee's six-month anniversary of regular service with The University of Tennessee. The content of this performance review should be discussed with the employee before it is returned to Human Resources for inclusion in the personnel file. Listed below are general work behaviors to be evaluated. The supervisor should evaluate each dimension and mark the appropriate response.

**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 PDQ.
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  - Fully Achieves and Occasionally Exceeds Expectations
  - Fully Achieves Expectations
  - Sometimes Achieves Expectations
  - Rarely Achieves Expectations (supporting documentation required)
2. **Service & Relationships** - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  - Fully Achieves and Occasionally Exceeds Expectations
  - Fully Achieves Expectations
  - Sometimes Achieves Expectations
  - Rarely Achieves Expectations (supporting documentation required)
3. **Accountability & 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.)
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  - Fully Achieves and Occasionally Exceeds Expectations
  - Fully Achieves Expectations
  - Sometimes Achieves Expectations
  - Rarely Achieves Expectations (supporting documentation required)
4. **Adaptability & Flexibility** - the extent to which the employee exhibits openness to new ideas, programs, systems, and/or structures.
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  - Fully Achieves and Occasionally Exceeds Expectations
  - Fully Achieves Expectations
  - Sometimes Achieves Expectations
  - Rarely Achieves Expectations (supporting documentation required)
5. **Decision Making & 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.)
  - Consistently Exceeds Expectations (supporting statement/documentation required)
  - Fully Achieves and Occasionally Exceeds Expectations
  - Fully Achieves Expectations
  - Sometimes Achieves Expectations
  - Rarely Achieves Expectations (supporting documentation required)

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Employee Name: \_\_\_\_\_ IRIS Personnel No: \_\_\_\_\_

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Please evaluate the employee's overall work performance:

\_\_\_\_\_ Acceptable performance                      \_\_\_\_\_ Unacceptable performance

I have discussed this review with the employee. He/She will be:

\_\_\_\_\_ Retained    \_\_\_\_\_ Terminated

Effective Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to HR Employee Relations, 230 Conference Center Building.