

**The University of Tennessee**

**Review Form for Employees with Supervisory Responsibilities (Optional)**

(To be completed by supervisor for employees with supervisory responsibilities and used to inform decisions about annual performance)

---

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

---

**Key Elements:**

**1. Hires Effectively Based on Departmental Needs**

- N/A Due to Lack of Hires during Review Period
- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Exceeds Expectations
- Rarely Achieves Expectations

**2. Provides Clear Direction and Expectations**

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

**3. Manages Department's Work Flow Effectively**

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

**4. Creates a Positive Work Environment**

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

**5. Recognizes and Rewards Good Performance**

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

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

**6. Creates Supportive Environment for Diverse Employees**

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

**7. Addresses Performance Issues and Works with Employees to Improve Performance**

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

**8. Identifies Training/Development Opportunities for Staff and Encourages Attendance**

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

**9. Communicates Openly with Employees about Information and Decisions Affecting Them**

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

---

**Signatures:**

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

(1) \_\_\_\_\_  
Employee's Signature                      Date

(2) \_\_\_\_\_  
Supervisor's Signature                      Date

(3) \_\_\_\_\_  
Dept. Head Signature                      Date