

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

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

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

Review Completed by: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Review Period Ends: \_\_\_\_\_

**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.

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1. **Accomplishments** – the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the PDQ.

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

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.

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

3. **Accountability & Dependability** – the extent to which the employee contributes to the effectiveness of the department and the overall mission of the university.

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

4. **Adaptability & Flexibility** – the extent to which the employee exhibits an openness to new ideas, programs, systems and/or structures.

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

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.)

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

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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: \_\_\_\_\_

Reviewer's Comments:

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

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