

The University of Tennessee at Chattanooga
Staff Performance and Development Review Form:
Performance Review Summary
Optional Supervisory/Management Addendum

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|-----------------|--|---------------------|-----------|----|------------|
| Employee Name: | | Review Period: from | 1/01/20__ | to | 12/31/20__ |
| Employee IRIS#: | | Position Title: | | | |
| Department: | | Supervisor: | | | |

This section of the Staff Performance and Development Review Form may be used for staff members with supervisory responsibilities.

Key Supervisory Elements

1. Planning and Organization: Sets work objectives for the unit, anticipates changes, secures and budgets resources, structures and delegates tasks appropriately, establishes work priorities.

- Consistently Exceeds Expectations (supporting statement/documentation required)
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

2. Performance Management – Helps employees set appropriate goals, coaches for improvement, facilitates employee development (including goal of 32 hours training/year for all employees), and conducts formal performance reviews in a timely fashion.

- Consistently Exceeds Expectations (supporting statement/documentation required)
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

3. Control: Measures and reports performance results of the work unit, evaluates and corrects performance deficiencies when necessary, ensures unit compliance with university policy and procedures, and operates within budget.

- Consistently Exceeds Expectations (supporting statement/documentation required)
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

Staff Member (required)

Date

Supervisor (required)

Date