

ICL Personnel Evaluations

<https://hr.utk.edu/performance-evaluation/>



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

WHAT.....

- Annual Performance Review
 - Looks Back January-December 2019
 - Platform for Discussion of Work
 - Recognize Accomplishments
 - Discuss Deficiencies
 - Set Goals

WHAT.....

FIVE EVALUATION AREAS

- Accomplishments
- *Service & Relationships*
- *Accountability & Dependability*
- *Adaptability & Flexibility*
- *Decision Making & Problem Solving*

WHO.....

- **REQUIRED**

- All regular (benefits paid), part-time and full-time staff

- **NOT INCLUDED**

- Consultants
- Students
- Visitors

HOW.....

- **Employee Self Appraisal**
 - Optional
- **Supervisor Evaluation**
 - Required
 - Supervisor signs (1) and sends to Joan by March 2
 - Jack reviews, signs (2), and returns to Supervisor by March 9
- **Schedule Performance Review Meeting**
 - Employee signs (3)
 - Supervisor sends final completed form to Joan by March 30

Employee Name: _____ IRIS Personnel No: _____

RATING

TOTAL POINTS

Consistently Exceeds Expectations	=	23 - 25
Fully Achieves and Occasionally Exceeds Expectations	=	19 - 22
Fully Achieves Expectations	=	15 - 18
Sometimes Achieves Expectations	=	10 - 14
Unsatisfactory/Not Eligible for Across the Board Increase (Performance Improvement Plan Required)	=	9 or less

Final PR Rating: 0

Supervisor's Comments: (Narrative to support overall review and/or as documentation for ratings of 1 or 5.)

Employee's Comments: (Employees may provide additional comments to be retained with this document in the personnel file.)

Check the following items for completion:

Goals and Objectives have been developed and discussed with employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Duties and Performance Expectations have been discussed with employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appropriate corrective action has been discussed with employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA

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

(1) _____
Supervisor's Signature Date

(2) _____
Dept. Head/Director's Signature Date
(To be reviewed before employee's signature.)

(3) _____
Employee's Signature Date

IMPORTANT TO NOTE

- **Multiple Reviewers**
 - If an employee has more than one supervisor, only one Review can be submitted. Must come to a consensus.

WHY.....

- Review employee's performance over past year.
- Evaluate employee's performance against clear and specific goals and expectations.
- Hold employees accountable for performance goals and expectations.
- Provide fair and honest feedback.
- Lay the groundwork for future goal planning and attainment.
- To be eligible for merit increases.

WHEN.....

- ✓ **Supervisor-signed forms to Joan**
 - ❖ No Later than March 2

- ✓ **Jack-signed forms returned to Supervisors**
 - ❖ No Later than March 9

- ✓ **Fully completed forms to Joan**
 - ❖ No Later than March 30

INSIDE THE NUMBERS.....

From Dean Terpenney

“Our rating system is based on a 5 point scale for the areas of accomplishments, service & relationships, accountability & dependability, adaptability & flexibility, and decision making & problem solving. The maximum rating an employee can receive is 25. My expectation is that the majority of employees will receive a rating of fully achieves expectations (total rating of 15-18). This means that the employee is doing their job well. In the past employees may have equated this with an average or even negative score. We must change this perception and inform our employees that this is the expected rating level. We should have very few fully achieves & occasionally exceeds expectations (rating of 19-22) and even fewer consistently exceeds expectations (23-25).”

The University of Tennessee
Performance Review Summary Form (to be completed for all staff and forwarded to Human Resources)

Employee Name: _____ IRIS Personnel Number: _____
Department: _____ Position Title: _____
Review Completed By: _____ Reviewer's Personnel Number: _____
Review Period: January 2019 to December 2019

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 position description (PD), annual work plan, etc.
 - 5 ☐ Consistently Exceeds Expectations (supporting statement/documentation required)
 - 4 ☐ Fully Achieves and Occasionally Exceeds Expectations
 - 3 ☐ Fully Achieves Expectations
 - 2 ☐ Sometimes Achieves Expectations
 - 1 ☐ Unsatisfactory/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.
 - 5 ☐ Consistently Exceeds Expectations (supporting statement/documentation required)
 - 4 ☐ Fully Achieves and Occasionally Exceeds Expectations
 - 3 ☐ Fully Achieves Expectations
 - 2 ☐ Sometimes Achieves Expectations
 - 1 ☐ Unsatisfactory/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.)
 - 5 ☐ Consistently Exceeds Expectations (supporting statement/documentation required)
 - 4 ☐ Fully Achieves and Occasionally Exceeds Expectations
 - 3 ☐ Fully Achieves Expectations
 - 2 ☐ Sometimes Achieves Expectations
 - 1 ☐ Unsatisfactory/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.
 - 5 ☐ Consistently Exceeds Expectations (supporting statement/documentation required)
 - 4 ☐ Fully Achieves and Occasionally Exceeds Expectations
 - 3 ☐ Fully Achieves Expectations
 - 2 ☐ Sometimes Achieves Expectations
 - 1 ☐ Unsatisfactory/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.)
 - 5 ☐ Consistently Exceeds Expectations (supporting statement/documentation required)
 - 4 ☐ Fully Achieves and Occasionally Exceeds Expectations
 - 3 ☐ Fully Achieves Expectations
 - 2 ☐ Sometimes Achieves Expectations
 - 1 ☐ Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

TOTAL POINTS: 0

THE RATINGS

Max Points = 25; Min Points = 5

- 5 Categories
- Max of 5 points each

An overall performance rating of 9 or lower

- Considered Unsatisfactory Performance
- Ineligible for ATB or Merit Pay Increases
- Requires a Performance Improvement Plan

A rating of a 1 or a 5 in any category needs to have a supporting statement or documentation

“Works well when under constant supervision and cornered in a trap.”

THE THING IS.....

- Employees should understand expectations all year, not just at evaluation time.
- Jack needs to review and sign all forms **BEFORE** you meet with your employees. (They should sign last.)
- The Employee's signature indicates that they received the evaluation, not necessarily that they agree with it.

The University of Tennessee

Goals & Objectives Form

Employee Name:		Personnel Number:	
Department:		Position Title:	
Review Completed By:		Review Period:	January 2020 to December 2020

- The Goals & Objectives should include both departmental goals and plans for personal and professional development.
- The time frame indicates when the goal should be accomplished.
- Evaluation indicates how accomplishment will be measured.

	Goals and Objectives	Time Frame	Evaluation
1			
2			
3			
4			
5			



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Consistently Exceeds Expectations (5)

- Consistently exceeds the communicated expectations of the job function, responsibility, or goal
- Demonstrates exceptional understanding of work and the job
- Identifies unique, innovative and workable solutions to problems
- Achievements and abilities are obvious to coworkers and customers

Fully Achieves and Occasionally Exceeds Expectations (4)

- Fully achieves the communicated expectations of the job function, responsibility, or goal, and occasionally exceeds them
- Recognizes, participates in, and adjusts to changing work assignments

Fully Achieves Expectations (3)

- “On track” and fully achieves expectations
- Independently and competently performs all aspects of the job function, responsibility, or goal
- Performance consistently meets requirements, standards, or objectives of the job

Sometimes Achieves Expectations (2)

- Generally meets expectations required for the position
- Competently performs most aspects of the job function, responsibility or goal
- May require coaching in a weak area or may need additional resources or training to meet expectations
- May be new to the position or have new duties/responsibilities

Unsatisfactory/Rarely Achieves Expectations (1)

- Employee fails to satisfactorily perform most aspects of the job function
- Performance level is below established requirements for the job
- Employee requires close guidance and direction to perform routine job duties
- Performance may impede the work of others in the unit