

**Calendar for New Performance Review Process
for Exempt and Non-Exempt Staff
2009**

January 5

*Supervisors should have the following necessary forms

1. Performance Review Standards
2. Performance Review Summary Form
3. Goals and Objectives Form
4. Position Description Questionnaire Form

Employees may wish to complete a self-evaluation and submit it to the Supervisor/Team Leader, as soon as possible. Employees should complete “Draft” of proposed Goals and Objectives for coming year.

January 5-February 16

*Supervisors and Team Leaders

1. Supervisor & Team Leader review PDQs and make necessary changes
2. Supervisors and Team Leaders Complete Performance Review Summary Form, including Comments Section
3. Supervisor arranges date and time to discuss the review with the employee

February 16-March 2

*Meeting between employee and supervisor should take place. Provide copy of PRS form to employee one or two days prior to meeting

1. Agree on additions/modifications to PDQ and sign
2. Review goals and objectives
3. Supervisor and employee discuss Performance Review Summary Form. Employee has option of adding comments to PRS. All additions and changes should be reviewed with all parties prior to signatures.

4. Performance Review Summary Form is final once employee signs. No further changes can be made at this time.

- Supervisor submits Performance Review Summary/PDQ/G&O Forms to Team Leader
- Team Leader sends completed documentation to LPP
- LPP submits copies of Performance Review Summary Form to Dean and Associate Dean
- LPP retains copies of all completed documentation and send completed and signed PRS forms (and required documentation) to HR

APPEALS

An appeal must be submitted within 15 working days after the employee receives the final copy of his or her Performance Review and must include all signatures.

*More information about this process and the forms to download can be found on the Library Training Share Page at:

<http://www.lib.utk.edu/share/training/myguide/performance-review/>

Please contact LPP if you have questions about the new Performance Review Process.