

The University of Tennessee Libraries
Staff Performance Review Summary Form (to be completed for all staff and forwarded to LPP)

Employee Name:

Personnel Number:

Department

Position Title

Review Completed By:

to
Review Period:

Key Elements:

1. Accomplishments – Extent to which an employee balances competing priorities to meet all commitments in a timely manner and deliver quality results.

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

2. Service – Extent to which the employee recognizes the importance of customer satisfaction by providing students, other staff, and public with prompt and accurate information in a respectful and helpful manner or Extent to which employee demonstrates respect and responsiveness toward others while providing superior customer service.

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

The University of Tennessee Libraries
Staff Performance Review Summary Form (to be completed for all staff and forwarded to LPP)

Employee Name: _____ Personnel Number: _____

3. Relationships – Effectiveness of employee’s interactions with others and as a team participant or 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 (supporting documentation required)
- Sometimes Achieves Expectations
- Fully Achieves Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Consistently Exceeds Expectations (supporting statement/documentation required)

4. Dependability – Extent to which the employee can be relied upon to report to work on time, to meet designated work schedule and to complete work assignments in a timely manner.

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

5. Adaptability/Flexibility – Extent to which an employee exhibits an openness to new ideas, programs, systems, and or structures.

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

The University of Tennessee Libraries
Staff Performance Review Summary Form (to be completed for all staff and forwarded to LPP)

Employee Name: _____ Personnel Number: _____

6. Decision Making – Extent to which the employee makes sound and logical job-related decisions that are in the best interest of the Libraries and the University.

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

7. Problem Solving – Extent to which employee provides timely, appropriate and ethical resolution to problems or Extent to which employee analyzes facts and data, using sound judgment, to arrive at the most effective solution.

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

- 1. **Goal and Objectives have been given to and discussed with employee?** Yes No
- 2. **Job Duties and Performance Standards have been discussed with employee?** Yes No
- 3. **Appropriate corrective action has been discussed with employee?** Yes No
- 4. **Detailed Performance Review retained in department?** Yes No
- 5. **Please attach any comments (comments page provided) or required documentations.** Yes No

The University of Tennessee Libraries
Staff Performance Review Summary Form (to be completed for all staff and forwarded to LPP)

Employee Name: _____ Personnel Number: _____

Supervisors Comments (Mandatory):

Employees Comments (Optional):

The University of Tennessee Libraries
Staff Performance Review Summary Form (to be completed for all staff and forwarded to LPP)

Employee Name: _____ Personnel Number: _____

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

Employee Signature _____ Date

Supervisor's Signature _____ Date

Department Head Signature _____ Date