

Tickle College of Engineering Performance Review Checklist

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For Managers/Supervisors

Annual performance reviews are a key component of employee development. These required reviews are designed to provide a fair assessment of an employee's job performance (outcomes and behavior). The following checklist provides suggested steps to follow. *Note: Six-month probationary period reviews are to be completed for all new hires. This is still a paper process. (see Policy HR0135 Probationary Period).*

At the Beginning of the Annual Performance Evaluation Period (Calendar Year):

- Make sure that the staff member understands how the evaluation process and rating system works.
- Define the duties and discuss required staff member contributions to goals and objectives.
- Provide the staff member with a copy of the Position Description (PD) and discuss performance expectations.

During the Evaluation Period:

- Observe employee performance.
- Maintain documentation of examples of staff member's good and bad performance.
- Provide continuous feedback on employee performance through occasional meetings during the year.
- Monitor progress toward established goals and objectives.

Before the Evaluation Session:

- Set appointment with the staff member several days in advance.
- Ask staff member to complete and return self-evaluation prior to the scheduled review. Self-Evaluation Form <https://hr.tennessee.edu/performance-recognition/wp-content/uploads/sites/8/2020/10/PR-Summary-with-Goals-2020.pdf>
- Review documentation and other notes related to staff member performance (self-evaluation, goals/objectives, performance issues, etc.).
- Prepare goals and objectives for the new review period.
- Complete the Online Performance Review (OPR) <http://opr.utk.edu/>. Directions and training can be found here: <https://kate.tennessee.edu/>. The OPR will route directly to your supervisor for review and approval. If needed, discuss the performance evaluation with your immediate supervisor. Once approved, the PR will route to the employee for review. The employee will have the chance to review before your in person meeting and make comments. Employee should not sign the PR until they meet with you in person.
- Contact TCE HR at 974-1827 or tcehr@utk.edu if a Performance Improvement Plan (PIP) is needed (for a score of 9 or less). TCE HR will coordinate with campus HR as needed and will confirm that the PIP can be provided to the employee.

During the Performance Review:

- Be businesslike but pleasant and informal.
- Involve employee and solicit employee comments—encourage discussion.
- Discuss goals and objectives for the next review period.
- Discuss job duties and performance expectations.
- Establish a clear understanding of competencies and rating values. Share specific overall ratings. (Reminder: Communication of the overall ratings should not be shared until the evaluation has been approved by department leadership).
- Agree on Performance Improvement Plan (PIP), if applicable (for a score of 9 or less, PIP required; score of 10-14, PIP encouraged).
- Make any necessary adjustments to the online performance review.
- Submit OPR to obtain all signatures. Both supervisor and employee will have access to a copy online. This will route to HR automatically for the employee's file.
- Close on a positive note.

Following the Performance Review:

- Ensure that the PD accurately describes the employee's job duties. If an employee's PD needs to be updated, work with department or college HR to ensure that all revisions are appropriately updated.
- Follow up to ensure that approved training/professional development is being pursued by the employee.