

The University of Tennessee Health Science Center Probationary Period Performance Review

Employee: _____ **Personnel #** _____
Title: _____ **Department:** _____
Hire Date: _____ **Probationary Period Ends:** _____

Instructions: Please complete this form on or before the end of this employee's six-month anniversary of regular service with The University of Tennessee. The content of this performance review should be discussed with the employee before it is returned to Human Resources for inclusion in his or her personnel file. Listed below are general work behaviors to be evaluated. The supervisor should evaluate each dimension and mark the appropriate response.

		NEVER	SOMETIMES	USUALLY	CONSISTENTLY
1.	Meets work schedule expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Maintains a service-oriented approach with customers and co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Thoroughly and accurately fulfills job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conducts work assignments with efficiency and independence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Accepts constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Demonstrates initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Shows substantial progress in learning assigned duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demonstrates sufficient knowledge to remain in position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Follows the University's Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Demonstrates commitment to the University and its mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please evaluate the employee's overall work performance:

Acceptable
 Unacceptable Performance

I have discussed the review with the employee. S/he will be:

Retained
 Terminated
 Date Reviewed _____

Reviewer's Comments:

Employee Signature: _____ Title: _____

Supervisor's Signature: _____ Title: _____

Return to HR-Records, 910 Madison Avenue, Suite 725, Memphis, TN 38163