



QUARTERLY PERFORMANCE REVIEW RECAP

This is a tool to capture your employee's victories or challenges in the 3 areas that are measured in the Annual Performance Review. Utilizing this form will remind you your employee's accomplishments and avoid performance management bias.

Employee:
Manager:
Date:

<p>Achieving Results</p> <ul style="list-style-type: none"> • Process improvement and innovation • Adaptable to change • Customer Service • Commitment to UT's Strategic Plan and initiatives • Commitment to diversity & inclusion 	
<p>Professional Competence</p> <ul style="list-style-type: none"> • Professional knowledge • Demonstrates initiative • Professional development & growth • Integrity and professionalism • Dependable and reliable 	
<p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Clear and relevant • Collaborative • Effective written & verbal communication • Positive and supportive attitude • Conflict management 	