


1. Appraisals for administrative support personnel will be put into SUPER classic. People in the Extension job family will be done in SUPER 2
2. Training of county directors will take place in early 2022 so they can review the new process with the administrative support personnel during their performance interview

Some reminders about the appraisal process:


1. Each appraisal should have a diversity, equity and inclusion related goal. This is a UTK requirement. The goal could be as simple as taking a DEI course in K@TE, participating in a CTRU book club or other DEI related activity.
2. We are going to need documentation for appraisals in the 23 – 25 score range. We do not need to do letters but comments in the appraisal should support the rating. We have seen that some appraisals in that score range do not have a supporting comment. As you review the appraisals please make sure that a comment exists. Comments for those below meets will also be needed.
3. To help sort appraisals at UTK please include the perrn in the file name. For example, “John Doe 123456 Performance Review 2021.pdf”
4. Final processing of the appraisal will be through DocuSign. The region office will save the appraisal to a pdf and route the appraisal from the employee > county director > regional director > dean. A final copy will also be sent to EESD at [UTExtensionPersonnel@utk.edu](mailto:UTExtensionPersonnel@utk.edu) and UT HR at [HR@utk.edu](mailto:HR@utk.edu)

Please note that SUPER will give the error below when someone brings up the comment and goals boxes. This error can be safely ignored. The comment/goal boxes will work as regular text input boxes.

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