

During the PM cycle, a minimum of two interim review discussions are required for each review cycle. In other words, a rater must provide each employee two separate feedback sessions on each work outcome statement during each review cycle prior to the annual review discussion. Of course, if more are needed, they may certainly be added. A rater may conduct as many additional interim review discussions as necessary. Available on our website at <http://www.tn.gov/dohr/ogc-er/performance/perform.shtml> is the official Annual Performance Review Form for raters to use in conducting additional interim review discussions to save as an attachment to the PM document in Edison.

The key points to keep in mind are these:

- The Interim Review should not be a negative experience for the employee. Be certain that you always point out what the employee is doing well, and that you express your confidence that the employee can meet the expectations of the job.
- Be prepared to discuss what the employee might do to obtain a higher level of performance even when the employee is performing to the stated expectations.
- If changes in the employee’s performance are needed, be sure to outline the specific things the employee should do to improve performance and the time for achieving improvements.

To see the status of the documents in your agency, PM Coordinators can run the following queries:

Query Name	Description
TN_HR501_PM_INTERIM1_STATUS	Provides the status of performance documents in the Interim 1 stage
TN_HR502_PM_INTERIM1_DUE	Provides performance documents in the Interim 1 stage that have not been acknowledged
TN_HR503_PM_INTERIM1_PAST_DUE	Provides performance documents in the Interim 1 stage not completed by the due date