

PERFORMANCE FEEDBACK PERIOD DEADLINES

2015 Feedback Period	July 1 - September 30
Performance Evaluation (Section VI) Completed	Step 1
Team Member Meeting & Completion of Sections III, IV, and V.	Step 2
Finalize and Sign	Step 3
Signed Forms Emailed to Human Resources	DEADLINE: September 30

Quick Reference Guide

UNT Health Science Center

2015 Staff Performance Feedback

Step 1: Performance Evaluation and Meeting Preparation

- ▶ Develop list of top 5-7 job responsibilities for each team member.
- ▶ Analyze performance based on top 5-7 job responsibilities.
- ▶ Write qualitative feedback on performance of job responsibilities and assign a rating of 1-4. (whole numbers only)
- ▶ Create a plan for leading the collaborative discussion with the team member for Sections III, IV, and V.

Step 2: Team Member Meeting

- ▶ Meet with your team member to complete and discuss the performance feedback form.
- ▶ Collaborate with Team Member to complete Sections III, IV, and V.
- ▶ Review performance evaluation and rating based on job responsibilities.
- ▶ Provide time for team member to add comments to Section VI.

Step 3: Finalize and Sign

- ▶ Finalize the feedback form electronically.
- ▶ Sign and route form to team member for signature.
- ▶ Route to second level supervisor for review and signature.

Route to Human Resources

- ▶ Route the completed and signed feedback form as well as any additional documentation via email to HRS@unthsc.edu for filing.

Questions?

Contact the Office of People Development at OPD@unthsc.edu or 817-735-0267.

Contact UNTHSC Campus Human Resources at HRS@unthsc.edu or 817-735-2690.

