



University of North Texas
Administrative Procedures – Mid-Year Feedback Form

Policy Logistics

Associated Policy/Process:	Mid-Year Feedback Form
Revision Date:	September 12, 2017
Policy Owner:	N/A
Process Contact(s):	Human Resources
Department(s) Involved:	All

Process Specifications

The following procedures outline the classification, details, and process for preparing and conducting mid-year employee feedback discussions with the University of North Texas.

- I. Preparing the Review:
 - a. Supervisor will fill in employee details:
 - i. Employee Last Name
 - ii. First Name
 - iii. Employee ID
 - iv. Department
 - v. Date of Review
 - b. Supervisor will rank each area of employee performance with either a 1, 2, or 3.
 - i. 1 – Does NOT Meet Expectations
 - ii. 2 – Meets Expectations
 - iii. 3 – Exceeds Expectations
 - iv. “Goal Accomplishment” typically used for supervisors and above, may be used for high functioning employees as well.
 - v. “Leadership” only to be used when reviewing supervisors and above.
 - c. Supervisor may include “Comments” for each area of employee performance.
 - i. Any area of employee performance ranked with a “1-Does NOT Meet Expectations” requires additional supervisor comments.
 - d. Under “Recommended Improvements,” supervisor may document any additional recommendations employee can perform to improve

- e. Under “Training Opportunities,” supervisor may document any available training sessions, classes, etc. the employee can take in order to improve performance and / or further their development.

II. Conducting the Review:

- a. Supervisor and employee will meet to review each performance category including any additional comments, recommended improvements, and training opportunities.
- b. Meeting to review may be conducted as soon as October 1 and no later than November 15.
- c. Under “Employee Comments,” employee may document any additional comments pertaining to the review.
- d. Employee signs and dates the form as an acknowledgement of receipt and understanding.
- e. Supervisor signs and dates the form.
- f. Employee is provided a copy of the signed form.
- g. Original copy of the form is stored in the employee’s departmental files.