PERFORMANCE EVALUATION PERIOD DEADLINES

2021 Evaluation Period	6/1/2020-5/31/2021
1. Employee Creates Plan	10/13/2020—11/13/2020
2. Supervisor Acknowledges Plan	By 11/20/2020
3. Mid Year Check In	2/1/2021—3/1/2021
4. Self Evaluation	6/14/2021—6/30/2021
5. Supervisor Evaluation	By 7/23/2021
6. Supervisor Meets with Employee	By 9/24/2021
7. Employee Acknowledges Evaluation	By 10/8/2021

Step 1: Employee Creates Plan

▸ Manager and employee meet to develop performance goals and objectives. Employee enters goals and objectives.

Step 2: Supervisor Acknowledges Plan

▸ Supervisor reviews and acknowledges goals and objectives entered by the employee.

Step 3: Mid Year Check In

▸ Meet with employee to review progress toward goals and objectives. Add comments to Progress Notes.

NOTE: The system allows mangers to receive feedback from other UNT World employees.

Co-Reviewer– Use this function if another reviewer should have full feedback capabilities to the employee's evaluation.

Multi-Rater- Use this function to invite feedback from other UNT World employees (customers, peers, etc.) on the employee's performance.

Quick Reference Guide FY2021

UNT Dallas Annual Performance Evaluations

Step 4: Self Evaluation

▸ Employee enters comments for goals and objectives, selects an overall rating and submits the self evaluation to the supervisor.

Step 5: Supervisor Evaluation

▸ Review the employee's self-evaluation.

▸ Evaluate the employee's accomplishments/progress and provide a rating for each goal; include comments.

Step 6: Review Meeting

▸ Schedule time to meet and review the supervisor evaluation with the employee

▸ Develop a training or professional development plan (as appropriate).

Step 7: Employee Acknowledges Evaluation

▸ Employee acknowledges receipt of the evaluation.

NOTE: If an employee receives an overall score of Unsatisfactory please meet with Campus HR before conducting the employee meeting.

For questions or assistance contact the UNT Dallas Campus HR team:

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- (972) 338-1410

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