

PERFORMANCE EVALUATION PERIOD DEADLINES

Supervisor Creates Plan	1/19/21— 1/29/21
Employee Acknowledges Plan	By 1/29/21
Mid-Year Check In	4/1/21— 4/30/21
Self Evaluation	10/01/21—10/29/21
Supervisor Evaluation	10/01/21—10/29/21
Supervisor Schedules Meeting with Employee	By 10/29/21
Employee Acknowledges Evaluation	By 10/29/21

Step 1: Supervisor Creates Plan

- ▶ Manager and employee determine performance objectives.
- ▶ Supervisor enters performance objectives into PeopleAdmin.

Step 2: Employee Acknowledges Plan

- ▶ Employee acknowledges receipt of objectives.

Step 3: Mid-Year Check In

- ▶ Supervisor meets with employee to review progress toward objectives and documents progress in "Progress Notes". Supervisor marks the Mid-Year complete by the due date.

Step 4: Self Evaluation

- ▶ Employee completes the self evaluation by inputting accomplishments, challenges and/or barriers of performance objectives, a self-rating and additional comments related to own performance.

NOTE: The system allows managers to invite 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 System Annual Performance Evaluations

FY 2021 Evaluation Period 10-1-20 to 9-30-21

Step 5: Supervisor Completes Evaluation

- ▶ Supervisor reviews the employee's self-evaluation and any additional materials including progress notes, attachments, or Multi-Rater feedback.
- ▶ Supervisor evaluates the employee's performance and provides comments for each objective; selects overall performance rating, and enters objectives for next performance year.

Step 6: Review Meeting

- ▶ Supervisor schedules employee meeting and releases review document to employee for review prior to the meeting.
- ▶ Supervisor meets with employee to provide feedback and discuss performance objectives for the next review cycle.

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

Step 7: Employee Acknowledges Evaluation

- ▶ Employee acknowledges receipt of review materials and score by the due date.

For questions or assistance contact the UNT System HR team:

- HR@untsystem.edu
- 214-571-2426

To reference additional resources visit:

<https://hr.untsystem.edu/peopleadmin>

