

Performance Management System

FAQs

- 1. Can I enter information into the performance management system and later make revisions or add comments?** Yes, you can save a draft and go back and add comments. There is no auto-save feature but you can select “Save Draft” on any page where data entry or feedback/comments are requested. If you complete a task and need to make revisions, you will need to request to reopen the task (see question #2).
- 2. What if I need to redo or edit an item that has already been submitted?** Contact HR Compensation with your request at HRComp@untsystem.edu. The task will be reopened for you.
- 3. My employee is not displaying on my list of action items, what do I do?** Please verify that the employee’s “reports to” information is correct in EIS. If an update is necessary, please submit an ePAR. Some employees may not appear depending on the program dates and eligibility criteria established for your institution. If you are still having difficulty accessing your employee’s information, please contact the Compensation and Performance Management Team.
- 4. Are comments required for performance ratings?** For UNT, any performance evaluation score other than a 3 (Proficient/Meets Requirements) requires a comment justifying the selected score. For other institutions, required comments fields are indicated with an asterisk *.
- 5. Will administrative professionals have access to the system for other departmental employees?** No, the electronic performance management system is intended for interaction between manager and employee. Administrative professionals will only be able to access their own reviews and reviews for their direct reports.
- 6. What if an employee or manager is on leave or a supervisor position is vacant during the performance evaluation window?** Please discuss individual leave scenarios with your System or Campus HR representative. For vacant supervisor positions, the review will generally escalate to the next level supervisor.
- 7. Does a Co-Reviewer have the same permissions as the Supervisor?** Yes, a co-reviewer can create or modify the performance plan and evaluation and can also conduct the mid-year check in and performance review meetings.
- 8. Can we use both multi-rater(s) and a co-reviewer?** Yes. Requesting multi-rater feedback is recommended in order to gain stakeholder input. Multiple multi-raters can be invited to provide feedback. The co-reviewer is utilized when you want another individual to aid in establishing the

evaluation plan and in conducting the performance review. Only one co-reviewer may be selected.

9. **Is this system also utilized for Faculty and Student evaluations?** No. This tool is for the performance evaluation process for staff employees only. Faculty who supervise employees will need to utilize the system to conduct their staff employee's performance evaluation.
10. **Is there a requirement to receive 2nd level supervisor approval on evaluations?** This varies by institution. For HSC, a 2nd level approval step is included in the review process. For other campuses and for UNT System, 2nd level approval is not required to complete the evaluation process. A department or division could request that 2nd level approval be sought outside of the performance system, but it would not be included as a mandatory step in the review process. Alternatively, the 2nd level could be invited to provide feedback as a multi-rater.
11. **Can employees create progress notes or is this function only available for supervisors?** Both employees and supervisors have the ability to create progress notes. Progress notes can be shared between the supervisor and employee. Notes can be added throughout the year.