Quick Reference Guide
HSC Annual Performance Evaluations

**PERFORMANCE EVALUATION PERIOD DEADLINES**

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<th>deadline</th>
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<td>Beginning 7/6/2020</td>
<td>Employee Acknowledge Global Objectives</td>
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<td>By 7/20/2020</td>
<td>Self Evaluation</td>
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<td>By 7/27/2020</td>
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<td>Before 7/31/2020</td>
<td>2nd Level Supervisor Approval</td>
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<td>By 7/31/2020</td>
<td>End of Year Meeting</td>
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<td>By 8/5/2020</td>
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**Step 1: Employee Acknowledge Global Objectives**
- Employee reviews and acknowledges global objectives to initiate the employee end-of-year report.

**Step 2: Self Evaluation**
- Employee rates self on goals and objectives

**Step 3: Supervisor Evaluation**
- Supervisor rates employee

**Step 4: 2nd Level Supervisor Approval**
- Second level supervisor indicates agreement with the content of the evaluation.

**NOTE:** The system allows managers 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.

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

**Step 5: End of Year Review meeting**
- Supervisor and employee meet to review the supervisor evaluation.

**Step 6: Employee Acknowledges Evaluation**
- Employee acknowledges receipt of review materials and score

For questions or assistance contact the HSC HR team:
- HSC.HR@untsystem.edu
- (817)-735-2690

To reference additional resources visit:
https://hr.untsystem.edu/performance-management