

PERFORMANCE EVALUATION PERIOD DEADLINES

2020 Evaluation Period	8/1/2019– 7/31/2020
Employee Acknowledge Global Objectives	Beginning 7/6/2020
Self Evaluation	By 7/20/2020
Supervisor Evaluation	By 7/27/2020
2nd Level Supervisor Approval	Before 7/31/2020
End of Year Meeting	By 7/31/2020
Employee Acknowledges Evaluation	By 8/5/2020

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.

Quick Reference Guide

HSC Annual Performance Evaluations

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

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

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>

