



PeopleAdmin Performance Management User Guide

UNT Dallas
June 2020

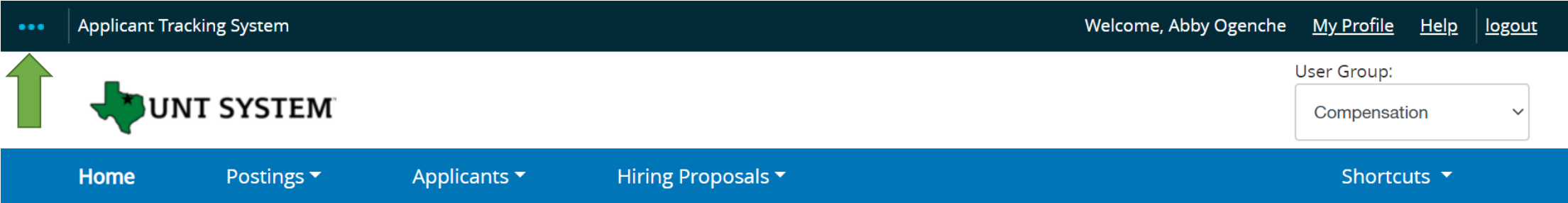


How to Access Performance Module

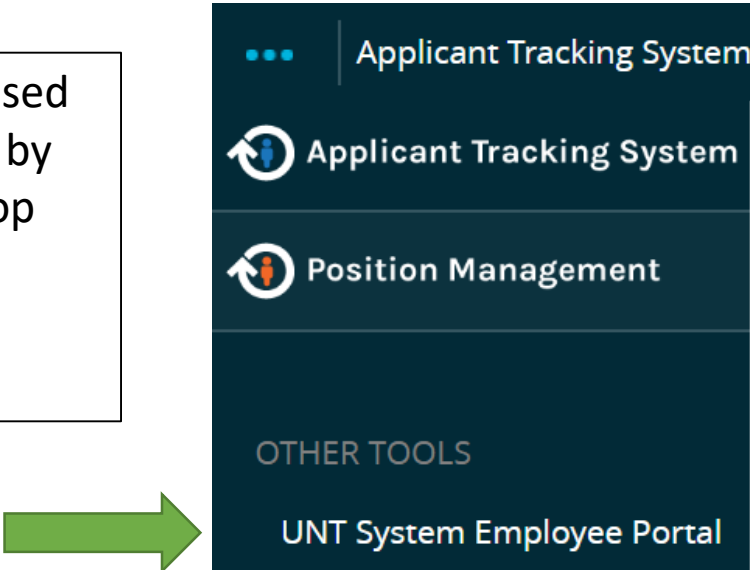
- Via employee portal link: <https://my.untsystem.edu>; go to PeopleAdmin section and select the link for Performance Management
- Or go to: <https://jobs.untsystem.edu/portal>
- Log-in with EUID and Password
- All supervisors and employees can access system



How to Access Performance Module (cont.)

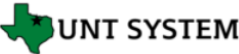


The employee portal can be accessed through the PeopleAdmin System by clicking on the three dots in the top left corner of the page and then selecting “UNT System Employee Portal”





Navigation



[Home](#) **6** [Performance](#) [Progress Notes](#)

[Go to UNT System HR Site](#) [PeopleAdmin](#)

Hello, [Rian](#) [Log Out](#)

Welcome to the Employee Portal, Rian Wilhite

[My Reviews](#)

[My Employees' Reviews](#)

Your Action Items

Start typing to search

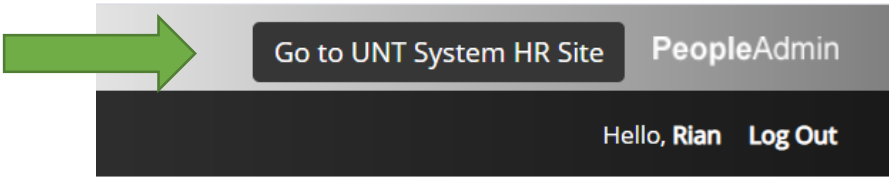
Item	Description	Due Date	Status
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Erica Esparza	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Janeeka Smith	Supervisor Evaluation	2020-07-31 Due in 2 months	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Janell Oliphant	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Jessica Gilmore	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for John Harrell	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Zarmina Nawab	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming

The Home screen displays a list of items that require action. This includes tasks related to a supervisor’s own evaluation and tasks related to the employees supervised

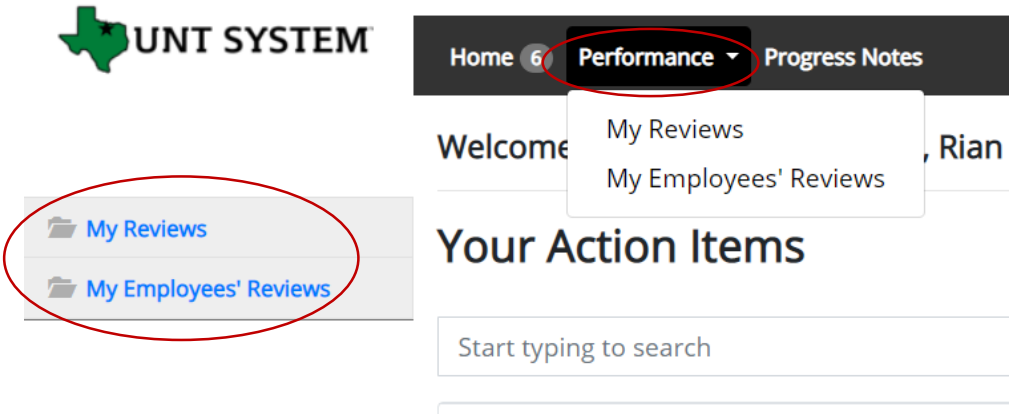


Navigation (cont.)

The supervisor can choose to view their own historical evaluations or the status of their employees reviews by either selecting Performance at the top of the page or selecting the “My Reviews” or “My Employees’ Reviews” on the left side of the page

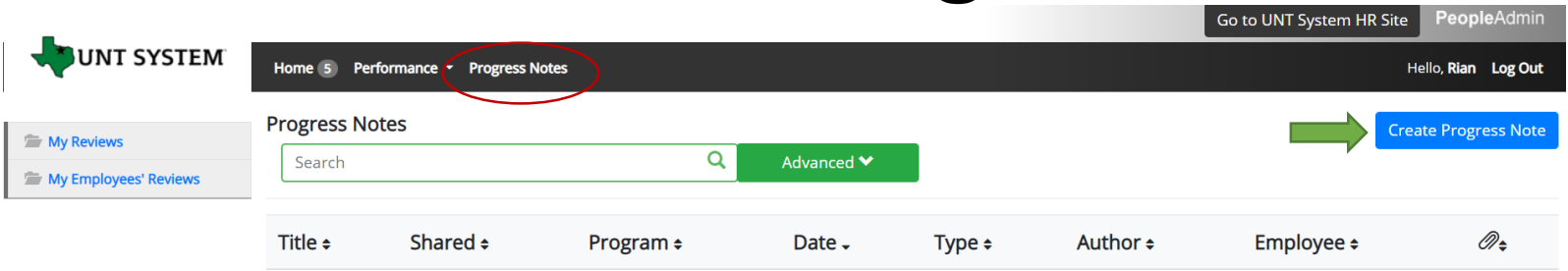


The “Go to UNT System HR Site” link takes the user out of the employee portal and back to the Applicant Tracking System or Position Management module



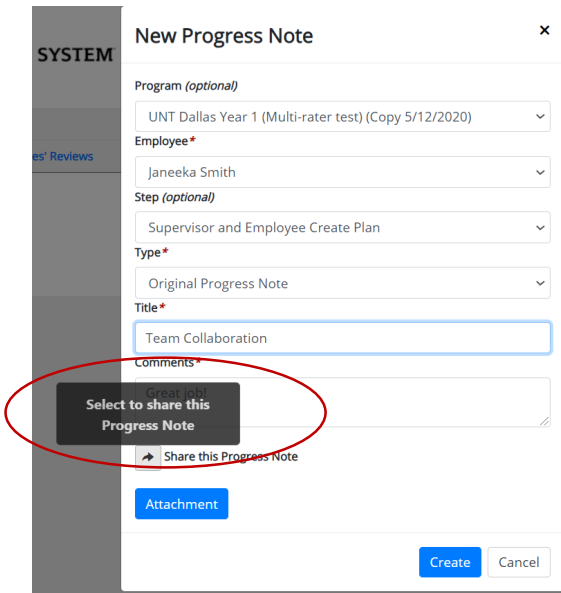


Progress Notes



Progress notes allow both the employee and supervisor to document achievements or kudos throughout the year as well and during the evaluation process.

To add a progress note, click the “Progress Notes” link at the top of the page, then click “Create Progress Note” on the right side of the page. A “New Progress Note” box will appear. Fill in the information and add supporting documents by clicking the “Attachments”



Please note the option to share progress notes with the employee or supervisor. Select “create” when complete



Steps for Dallas Performance Evaluations

1. Supervisor Creates Plan - enters goals, reviews job duties
2. Employee Acknowledges Plan – reviews plan and acknowledges
3. Employee Self Evaluation – employees rates self
4. Supervisor Evaluation – supervisor rates employee
5. Supervisor Meets with Employee – supervisor indicates in-person review has occurred
6. Employee Acknowledges Evaluation - employee acknowledges receipt of review materials and score



Beginning the Review Process

Step 1: Once logged in to the employee portal, a Supervisor can create and/or access reviews for all employees in their area of responsibility by selecting the link with the employee's name

UNT SYSTEM

Home 6 Performance ▾ Progress Notes

Hello, Rian Log Out

Welcome to the Employee Portal, Rian Wilhite

My Reviews

My Employees' Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Erica Esparza	Supervisor and Employee Create Plan	2020-06-19 Due in 22 days	Upcoming
UNT Dallas Year 1 (Multi-rater test) (Copy 5/12/2020) for Janeeka Smith	Supervisor Evaluation	2020-07-31 Due in 2 months	Upcoming



Beginning the Review Process (cont.)

UNT SYSTEM

My Reviews

My Employees' Reviews

Home Performance Progress Notes

Hello, Rian Log Out

Reviews Dashboard

Reset

Program: None

Employee Name

Group by: Program

Advanced

All Reviews 16

Not Started 0

In Process 16

Complete 0

Overdue 0

Disputed 0

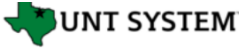
Last name	First Name	Anniversary Date	Progress	Program	Score
UNT Dallas Year 1 16					
Smith	Janeeka	2010-09-01	0/6	UNT Dallas Year 1	Unrated
Harrell	John	2019-04-01	0/6	UNT Dallas Year 1	Unrated
Morgan	Patrick	2019-07-01	0/6	UNT Dallas Year 1	Unrated
Gilmore	Jessica	2012-08-20	0/6	UNT Dallas Year 1	Unrated
Young	Angeleena	2019-06-17	0/6	UNT Dallas Year 1	Unrated
Talamantes	Tiffany	2017-12-19	0/6	UNT Dallas Year 1	Unrated
Lee	Daron	2013-06-17	0/6	UNT Dallas Year 1	Unrated
Mitchell	Lane	2019-08-19	0/6	UNT Dallas Year 1	Unrated
Robledo	Hector	2019-12-12	0/6	UNT Dallas Year 1	Unrated

The supervisor can also access and view the status of their employees evaluations by clicking “My Employee Reviews” on the left side of the page. To begin the evaluation, click on each employee’s name and create a plan. Notice the column labeled “Progress”. The progress steps change color when you go through each step. The color key is across the top bar.

Please note that the disputed tab is not for use



Supervisor Creates Plan



Janeeka Smith

Supervisor: Rian Wilhite

Position Description: [Transfer Academic Counselor](#)

Department: Univ of North Texas - Dallas

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[Plan](#)

Supervisor Evaluation

Self Evaluation

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Home **6** Performance ▾ Progress Notes

Hello, Rian [Log Out](#)

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates Plan	Rian Wilhite Supervisor			2020-06-19
2	Employee Acknowledges Plan	Janeeka Smith			2020-06-26
3	Self Evaluation	Janeeka Smith			2020-07-03
4	Supervisor Evaluation	Rian Wilhite Supervisor			2020-07-17
5	Supervisor Meets with Employee	Rian Wilhite Supervisor			2020-08-31
6	Employee Acknowledges Evaluation	Janeeka Smith			2020-09-04

UNT Dallas Year 1

Review Status: **Open**

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 04, 2020 16:43

Last Completed Step: Supervisor Evaluation

Co-reviewer: [Add Co-reviewer](#)

The Supervisor is now able to create a plan for the employee name previously selected. Click “Supervisor Creates Plan” to start the process. Notice the plan year details on the right and the employee details on the left.



Supervisor Creates Plan (cont.)

UNT SYSTEM

Home Performance Progress Notes Hello, Rian Log Out

Janeeka Smith

Supervisor: Rian Wilhite
Position Description: [Transfer Academic Counselor](#)
Department: Univ of North Texas - Dallas

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[My Employees' Reviews](#)

Plan for Janeeka Smith Actions

Instructions:

- Enter Goal(s) or Objective(s) for each section listed. Example text is included for each section for non-supervisor and supervisory employees.
- Select Save Draft if you wish to review or edit information before finalizing.
- Select Complete when all actions have been completed.

Required fields are indicated with an asterisk (*).

Deliver Business Plan

Non-Supervisors - Understand and accurately perform job duties in support of goals and initiatives of the team or department.
Supervisors - Develop, communicate, and manage the execution of organizational and department strategic plans, goals and objectives.

* Specific Goal(s) or Objective(s)

Goal 1

☐ Remove Entry?

Create Efficiency

Non-Supervisors - Prioritize tasks/duties to ensure assigned work is completed promptly and accurately; provide feedback to supervisor on process improvement; participate in continuous improvement initiatives.
Supervisors - Review current processes and lead implementation of process improvement plans; develop and track metrics related to established processes; train and develop employees to ensure accuracy, consistency, and timeliness of task completion.

* Specific Goal(s) or Objective(s)

Goal 2

UNT Dallas Year 1

Review Status: **Open**
Evaluation Type: Annual
Program Timeframe: 01/01/20 to -
Last Updated: May 05, 2020 14:39
Last Completed Step: Supervisor Creates Plan
Co-reviewer: [Add Co-reviewer](#)

Acknowledgements

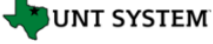
[Employee Acknowledges Plan](#)

Decision: Acknowledge
Task Owner: Janeeka Smith
Completed On: 05/04/20 12:52:49 PM
Comments: No comment given

The Supervisor enters goal(s) or Objective(s) for each section listed. Examples are included for non-supervisors and supervisors. Click "Save as Draft" or "Complete" by clicking the buttons at the bottom of the screen. The Plan will be marked as complete and the employee will the access the plan for review and acknowledgement.



Employee Acknowledge Plan

**Janeeka Smith**
Supervisor: Rian Wilhite
Position Description: [Transfer Academic Counselor](#)
Department: Univ of North Texas - Dallas

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Home 1 Performance Progress Notes

	Task	Task Owner
1	Supervisor Creates Plan	Abby Ogenche Supervisor
2	Employee Acknowledges Plan	Janeeka Smith
3	Self Evaluation	Janeeka Smith
4	Supervisor Evaluation	Rian Wilhite Supervisor
5	Supervisor Meets with Employee	Rian Wilhite Supervisor
6	Employee Acknowledges Evaluation	Janeeka Smith

Step 2: The employee logs in to PeopleAdmin/Performance Management to review the plan that the Supervisor created. To initiate this step, the employee clicks the “Employee Acknowledges Plan” link.

Specific Goal(s) or Objective(s)
objective sample text

Develop Others
Non-supervisors - Act as a trusted resource and collaborate within the department and with external departments; develop a work environment of trust and mutual respect in the workplace.
Supervisors - Drive performance, engagement and retention of employees by offering new challenges and assignments to develop employees; take a genuine interest in development of employees and validate employee contributions; communicate effectively and offer feedback consistently.

Specific Goal(s) or Objective(s)
objective sample text

Develop Self
All employees - Maintain an openness to continuous learning, show initiative to participate in or lead new initiatives; seek opportunities to learn and develop skills through formal and informal training and mentoring.

Specific Goal(s) or Objective(s)
objective sample text

Comment

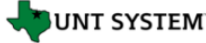
[Check spelling](#)

[Acknowledge](#)

After reviewing the plan, the employee clicks on the “Acknowledge” button at the bottom of the screen.



Employee Self Evaluation



[Home](#) [Performance](#) [Progress Notes](#)

Janeeka Smith

Supervisor: Rian Wilhite

Position Description: [Transfer Academic Counselor](#)

Department: Univ of North Texas - Dallas

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Supervisor Evaluation

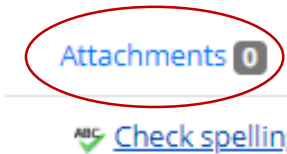
Self Evaluation

Approvals & Acknowledgements

My Reviews

Your acknowledgement was recorded

	Task	Task Owner
1	Supervisor Creates Plan	Abby Ogenche Supervisor
2	Employee Acknowledges Plan	Janeeka Smith
3	Self Evaluation	Janeeka Smith
4	Supervisor Evaluation	Rian Wilhite Supervisor
5	Supervisor Meets with Employee	Rian Wilhite Supervisor
6	Employee Acknowledges Evaluation	Janeeka Smith



The employee can add attachments by clicking the “attachments” link on the self evaluation page.

Develop Self

All employees - Maintain an openness to continuous learning, show initiative to participate in or lead new initiatives; seek opportunities to learn and develop skills through formal and informal training and mentoring.

Specific Goal or Objective:

objective sample text

* Comments

X

Overall Rating & Comments

Performance Rating Scale

Rating	Value	Definition
1	Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
2	Developing/Needs Improvement	Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
3	Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
4	Exceeds Requirements	Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
5	Highly Accomplished	Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.

* Rating

Proficient/Meets Requirements

* Comments

XXXXX

☐ Remove Entry?

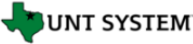
[Save Draft](#) [Complete](#)

Step 3: The employee prepares a self evaluation. Employees are notified by email of the due date. To start the self evaluation process, click the Self Evaluation link, complete the required fields and then click “Complete”.

The employee will complete the required fields, including selecting a rating and adding a comment below and then click complete.



Supervisor Evaluation



[Home](#) [Performance](#) [Progress Notes](#)

Go to UNT System HR Site [PeopleAdmin](#)

Hello, [Rian](#) [Log Out](#)

Janeeka Smith

Supervisor: [Rian Wilhite](#)

Position Description: [Transfer Academic Counselor](#)

Department: [Univ of North Texas - Dallas](#)

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	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates Plan	Abby Ogenche Supervisor		2020-05-05	2020-06-19
2	Employee Acknowledges Plan	Janeeka Smith		2020-05-05	2020-06-26
3	Self Evaluation	Janeeka Smith		2020-05-05	2020-07-03
4	Supervisor Evaluation	Rian Wilhite Supervisor			2020-07-17
5	Supervisor Meets with Employee	Rian Wilhite Supervisor			2020-08-31
6	Employee Acknowledges Evaluation	Janeeka Smith			2020-09-04

UNT Dallas Year 1

Review Status: [Open](#)

Overall Rating: [Proficient/Meets Requirements](#)

Evaluation Type: [Annual](#)

Program Timeframe: [01/01/20 to -](#)

Last Updated: [May 05, 2020 16:03](#)

Last Completed Step: [Self Evaluation](#)

Co-reviewer: [Add Co-reviewer](#)

Step 4: The Supervisor evaluates the employee based on specific goals or objectives entered previously. Supervisors are notified via email of the due date. To initiate the supervisor evaluation, click on the Supervisor Evaluation link.



Multi-rater Feedback

The supervisor can request performance feedback from other UNT World employees by selecting “Multi-rater Feedback” and clicking “+Invite Multi-rater”

The Multi-rater will receive an email notifying them of the request, and they can access the multi-rater form through their performance portal Home page. Once feedback has been provided in the Comments section, the multi-rater will click “Complete”.

Janeeka Smith

Supervisor: Rian Wilhite
Position Description: [Transfer Academic Counselor](#)
Department: Univ of North Texas - Dallas

- Overview
- Plan
- Supervisor Evaluation
- Self Evaluation
- Multi-rater Feedback**
- + Invite Multi-rater
- Approvals & Acknowledgements

- | Task |
|---------------------------------------|
| 1 Supervisor and Employee Create Plan |
| 2 Employee Acknowledges Plan |
| 3 Self Evaluation |
| 4 Supervisor Evaluation |
| 5 Supervisor Meets with Employee |
| 6 Employee Acknowledges Evaluation |

Select the desired employee, click the check box next to their name and click “Save”. Multiple Multi-raters may be selected.

Select Multi Raters

Begin typing a name or login to search available users. Then select users from the list.

john		harrell		Username
<input checked="" type="checkbox"/>	Name	Login	Department	Supervisor
<input checked="" type="checkbox"/>	John Harrell	11378043	DAL	Rian Wilhite

Cancel **Save**

Multi Rater Feedback for Janeeka Smith

Additional Reviewer Attachments 0

Required fields are indicated with an asterisk (*). Check spelling

Additional Reviewer

Please provide feedback regarding the evaluated employee's performance during the preceding year relating to one or more of the following categories: produced results, customer service, business knowledge, leadership, teamwork, stakeholder relationships, change management, accountability, and/or vision.

* Comments

☐ Remove Entry?

Add Entry

Save Draft

Complete



Co-Reviewer

UNT SYSTEM

Janeeka Smith

Supervisor: Rian Wilhite

Position Description: [Transfer Academic Counselor](#)

Department: Univ of North Texas - Dallas

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Go to UNT System HR Site PeopleAdmin

Hello, Rian Log Out

Supervisor Evaluation for Janeeka Smith

Actions

Instructions:

- Scroll down the page and enter comments for all goal(s) or objective(s).
- At the bottom of the page, select the applicable overall performance rating for this review period.
- Insert comments reflecting overall performance.
- Select Save Draft if you wish to review or edit information before finalizing.
- Select Save and Continue when you are ready to move to the next step.
- If you would like to add attachments, please select the Attachments link.
- Select Complete when all actions have been completed.

Performance Review

Attachments 0

UNT Dallas Year 1

Review Status: Open

Overall Rating: Proficient/Meets Requirements

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 05, 2020 16:03

Last Completed Step: Self Evaluation

Co-reviewer: [Add Co-reviewer](#)

The supervisor can add a Co-reviewer during the evaluation process. Note that only one person can submit the supervisor evaluation by clicking complete. Otherwise, save as draft and the co-reviewer will be notified that there is a pending action item for them to complete. The supervisor or co-reviewer may also add attachments by selecting the attachment link



Overall Rating

Develop Self

All employees - Maintain an openness to continuous learning, show initiative to participate in or lead new initiatives; seek opportunities to learn and develop skills through formal and informal training and mentoring.

Specific Goal or Objective:

objective sample text

* Comments

x

Overall Rating & Comments

Performance Rating Scale

Rating	Value	Definition
1	Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
2	Developing/Needs Improvement	Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
3	Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
4	Exceeds Requirements	Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
5	Highly Accomplished	Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.

* Rating

Proficient/Meets Requirements ▾

* Comments

x

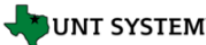
Save Draft

Complete

The supervisor or co-reviewer will insert comments on each specific goal or objective, reflecting overall performance. At the bottom of the page, the supervisor will select the overall performance rating for the review period and select complete when all actions have been completed.



Supervisor Meets with Employee



Supervisor: Rian Wilhite

Position Description: [Transfer Academic Counselor](#)

Department: Univ of North Texas - Dallas

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Go to UNT System HR Site

PeopleAdmin

Home 6 Performance Progress Notes

Hello, Rian Log Out

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates Plan	Abby Ogenche Supervisor		2020-05-05	2020-06-19
2	Employee Acknowledges Plan	Janeeka Smith		2020-05-05	2020-06-26
3	Self Evaluation	Janeeka Smith		2020-05-05	2020-07-03
4	Supervisor Evaluation	Abby Ogenche Supervisor		2020-05-05	2020-07-17
5	Supervisor Meets with Employee	Rian Wilhite Supervisor			2020-08-31
6	Employee Acknowledges Evaluation	Janeeka Smith			2020-09-04

UNT Dallas Year 1

Review Status: Open

Overall Rating: Proficient/Meets Requirements

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 05, 2020 16:16

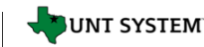
Last Completed Step: Supervisor Evaluation

Co-reviewer: N/A

Step 5: The supervisor will schedule a time to meet with the employee and review the supervisor evaluation. If the overall evaluation score is Unsatisfactory, the supervisor will need to consult with Campus HR before meeting with the employee. To initiate this step, the supervisor will click on the “Supervisor Meets with Employee link” and will select complete once the review is complete. Notice that the overall rating is visible on the right side of the page.



Employee Acknowledges Evaluation



Janeeka Smith

Supervisor: Rian Wilhite

Position Description: [Transfer Academic Counselor](#)

Department: Univ of North Texas - Dallas

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Home 1 Performance Progress Notes

	Task	Task Owner	Date Opened	Date Completed	Due Date
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2	Employee Acknowledges Plan	Janeeka Smith		2020-05-05	2020-06-26
3	Self Evaluation	Janeeka Smith		2020-05-05	2020-07-03
4	Supervisor Evaluation	Abby Ogenche Supervisor		2020-05-05	2020-07-17
5	Supervisor Meets with Employee	Abby Ogenche Supervisor		2020-05-05	2020-08-31
6	Employee Acknowledges Evaluation	Janeeka Smith			2020-09-04

Go to UNT System HR Site

PeopleAdmin

Hello, Janeeka Log Out

UNT Dallas Year 1

Review Status: Open

Overall Rating: Proficient/Meets Requirements

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 05, 2020 16:30

Last Completed Step: Supervisor Meets with Employee

Step 6: The employee will select the “Employee Acknowledges Evaluation” link to initiate the last step of the evaluation process. After reviewing the results and comments , the employee will select Acknowledge on the bottom of the page to complete the evaluation

Actions

Print

Acknowledge

UNT Dallas Year 1

Review Status: Open

Overall Rating: Proficient/Meets Requirements

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 07, 2020 12:29

Last Completed Step: Supervisor Meets with Employee

The employee can print the evaluation by selecting “Print” on the “Employee Acknowledges Evaluation Page.”



Appendix



Features of Performance Module

- Supervisors can access review information for all direct reports in one location, including status of all evaluation steps.
- Second-level and higher managers (department heads, deans, VPs, etc.) can access review information for all employees within their organizational structure.
- Automatic notifications will be sent via email as program tasks open, become due, or are overdue.
- Progress notes and attachments can be easily stored within the system.



Rating Structure

- 5 – Highly Accomplished – Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.
- 4 – Exceeds Requirements – Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
- 3 – Proficient/Meets Requirements – Performance meets established objectives and fully completes normal job requirements.
- 2 – Developing/Needs Improvement – Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
- 1 – Unsatisfactory - Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.

Please note that any score other than a 3 on an individual goal or job duty requires comments/justification.

If an employee receives an overall score of 1 – 1.4, please meet with Campus HR before conducting employee meeting.



E-mail Notifications

- E-mail notifications will be sent for the following actions:
 - A program step opens for completion
 - A due date is within 7 days
 - A due date is today
 - A program step is overdue
- E-mails will include information on what steps are open and will provide a link to the system.
- System generated e-mails will only be sent to supervisors and employees. The system should send no more than one message per day.

Hello Melinda Lilly,

There are Performance Management action item(s) that need your attention within PeopleAdmin.

Overdue Action Item - 3

The following item(s) are now overdue. Please complete overdue action item(s) as soon as possible.

- Supervisor Creates Plan (Due 02/13/2020)
- Supervisor Creates Plan (Due 02/13/2020)
- Supervisor Creates Plan (Due 02/13/2020)

[View your Action item in the UNT System Staff Evaluation Portal »](#)

Please log into the Performance Management portal and complete your action items. Contact your Campus HR team if you have any questions.



Contacts

- HR Compensation and Performance Management Team
 - System issues: log-in, employees not listed, navigation issues, re-open a task
 - Email: HRComp@untsystem.edu
 - Phone: 940-369-6353
- Dallas Campus HR Team
 - Performance management concerns, discussion about unsatisfactory ratings
 - Email: performanceevals@untdallas.edu
 - Phone: 972-338-1410