



# PeopleAdmin Performance Management User Guide

UNT System Administration  
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.)

Applicant Tracking System

Welcome, Abby Ogenche [My Profile](#) [Help](#) [Logout](#)

User Group:  
Compensation

Home Postings Applicants Hiring Proposals Shortcuts

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"

Applicant Tracking System

Applicant Tracking System

Position Management

OTHER TOOLS

UNT System Employee Portal



## Steps for System Admin Performance Evaluations

1. Supervisor Creates Plan - enters goals, reviews job duties
2. Employee Acknowledges Plan – reviews plan and acknowledges
3. Mid-Year Check In (For next year and future evaluations)
4. Employee Self Evaluation – employees rates self
5. Supervisor Evaluation – supervisor rates employee
6. Supervisor Meets with Employee – supervisor indicates in-person review has occurred
7. Employee Acknowledges Evaluation - employee acknowledges receipt of review materials and score



## Navigation

Welcome to the Employee Portal, Jon Rascon

[My Reviews](#)  
[My Employees' Reviews](#)

### Your Action Items

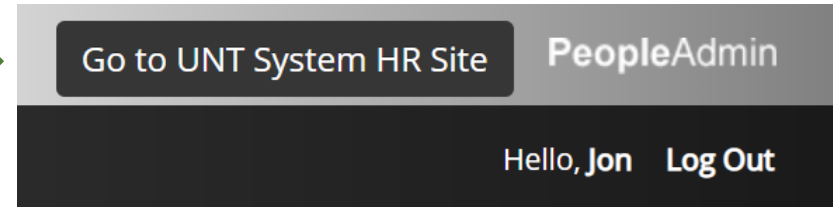
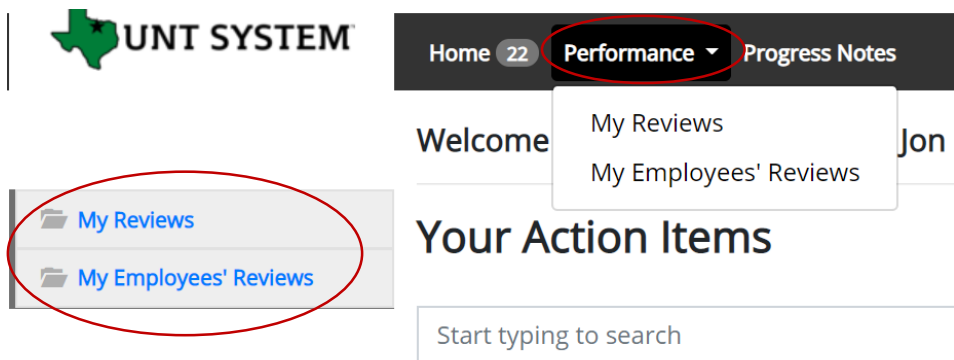
Item	Description	Due Date	Status
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Ashley Barraza</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Craig Carter</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Denise Harpool</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for James Doss</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Jill Roys</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Laura Scott</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Monica Madrid</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Rebecca Laduke</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
		2020-07-03	

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



## Beginning the Review Process

Go to UNT System HR Site PeopleAdmin

Home 22 Performance Progress Notes Hello, Jon Log Out

Welcome to the Employee Portal, Jon Rascon

My Reviews  
My Employees' Reviews

### Your Action Items

Start typing to search

Item	Description	Due Date	Status
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Jill Roys</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Laura Scott</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Monica Madrid</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Rebecca Laduke</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming

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





## Beginning the Review Process (cont.)

UNT SYSTEM

Home 22 Performance Progress Notes Hello, Jon Log Out

Reviews Dashboard

Reset Program: None Employee Name Group by: Program Advanced

All Reviews 18 Not Started 0 In Process 18 Complete 0 Overdue 0 Disputed 0

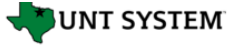
Last name	First Name	Anniversary Date	Progress	Program	Score
UNT System Admin (Multi-rater test) 9					
Madrid	Monica	2016-09-20	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Laduke	Rebecca	2016-09-15	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Laster	Tawana	2011-09-01	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Carter	Craig	2011-09-01	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Doss	James	2018-03-01	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Barraza	Ashley	2013-06-20	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Roys	Jill	2013-06-24	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Scott	Laura	2019-08-20	0/7 1	UNT System Admin (Multi-rater test)	Unrated
Harpool	Denise	2017-04-17	0/7 1	UNT System Admin (Multi-rater test)	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



Home 22
Performance ▾
Progress Notes

Hello, Jon [Log Out](#)

**Monica Madrid**

Supervisor: Jon Rascon  
 Position Description: Senior Buyer  
 Department: UNT System Administration

- Overview
- Plan
- Supervisor Evaluation
- Self Evaluation
- Multi-rater Feedback ▾
- History
- My Reviews
- My Employees' Reviews

Task	Task Owner	Date Opened	Date Completed	Due Date
1	<a href="#">Supervisor Creates Plan</a>			2020-07-03
2	Employee Acknowledges Plan			2020-07-10
3	Mid-Year Check In			2020-08-14
4	Self Evaluation			2020-10-30
5	Supervisor Evaluation			2020-11-30
6	Supervisor Meets with Employee			2020-12-11
7	Employee Acknowledges Evaluation			2020-12-18

**UNT System Admin (Multi-rater test)**

Review Status: Open

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 11, 2020 11:41

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, Jon Log Out

**Monica Madrid**  
Supervisor: Jon Rascon  
Position Description: Senior Buyer  
Department: UNT System Administration

Overview  
Plan  
Supervisor Evaluation  
Self Evaluation  
Multi-rater Feedback  
History  
My Reviews  
My Employees' Reviews

**Plan for Monica Madrid** Actions

Instructions:  
- Enter Goal(s) or Objective(s) for each section listed. Example text is included for each section.  
- Please do not select the "Remove Entry" checkbox. If a particular goal or objective is not applicable, enter N/A.  
- 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 (\*). Check spelling

**Business Acumen**  
Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills trust and accomplishes the organization's mission; uses technology to enhance processes and decision making; executes the operating budget; prepares budget requests with justifications; and manages resources.

\* Specific Goal(s) or Objective(s)  
Goal 1  
 Remove Entry?

**Results Driven**  
Achieves specific performance requirements expected of the employee during the appraisal period, focusing on measurable results from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. The performance requirements must contain measurable results and quality indicators. In addition to the quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate.

\* Specific Goal(s) or Objective(s)  
Goal 2  
 Remove Entry?

UNT System Admin (Multi-rater test)  
Review Status: Open  
Evaluation Type: Annual  
Program Timeframe: 01/01/20 to -  
Last Updated: May 11, 2020 11:41  
Co-reviewer: Add Co-reviewer

Save Draft Complete

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 be able to access the plan for review and acknowledgement.



## Employee Acknowledges Plan

Go to UNT System HR Site **PeopleAdmin**

Home 1 Performance ▾ Progress Notes Hello, Monica Log Out

Welcome to the Employee Portal, Monica Madrid

[My Reviews](#)

### Your Action Items

Start typing to search

Item	Description	Due Date	Status
<a href="#">UNT System Admin (Multi-rater test) for Monica Madrid</a>	Employee Acknowledges Plan	2020-07-10 Due in about 1 month	Upcoming

Showing 1 to 1 of 1 entries

Step 2: The employee logs in to PeopleAdmin/Performance Management to review the plan that the Supervisor created. Note the employee has one action item on the home page. 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 will click on the “Acknowledge” button at the bottom of the screen.



## Mid-Year Check In

The screenshot shows the UNT SYSTEM Employee Portal. The top navigation bar includes 'Home', 'Performance', and 'Progress Notes'. The user is identified as 'Hello, Jon' with a 'Log Out' link. Below the navigation, a welcome message reads 'Welcome to the Employee Portal, Jon Rascon'. On the left, there are two menu items: 'My Reviews' and 'My Employees' Reviews'. The main content area is titled 'Your Action Items' and contains a search bar with the placeholder text 'Start typing to search'. Below the search bar is a table with the following columns: 'Item', 'Description', 'Due Date', and 'Status'. The table lists three items:

Item	Description	Due Date	Status
<a href="#">UNT System Admin (Multi-rater test) for Monica Madrid</a>	Mid-Year Check In	2020-08-14 Due in 3 months	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Ashley Barraza</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Craig Carter</a>	Supervisor Creates Plan	2020-07-03 Due in about 1 month	Upcoming

A green arrow points to the first item in the table.

Step 3: The supervisor will login to the Employee Portal to complete the Mid-Year Check in with the employee. To initiate this step, select the desired employee and you will be taken to the next page to complete the Mid-Year Check In.

To complete this step, the supervisor will meet with the employee to review progress toward goals and objectives and then click "complete" on the Mid-Year check in page.

The screenshot shows the UNT SYSTEM Mid-Year Check In page for Monica Madrid. The top navigation bar includes 'Home', 'Performance', and 'Progress Notes'. The user is identified as 'Hello, Jon' with a 'Log Out' link. On the right, there are two links: 'Go to UNT System HR Site' and 'PeopleAdmin'. The main content area is titled 'Mid-Year Check In' and contains the following information:

**Monica Madrid**  
Supervisor: Jon Rascon  
Position Description: [Senior Buyer](#)  
Department: UNT System Administration

**Mid-Year Check In**

**Instructions:**

- Meet with the employee to review progress toward goals or objectives.
- Add comments to "Progress Notes" before completing.
- Select "Complete" once the Mid-Year Check In is complete.

A green arrow points to the 'Complete' button at the bottom right of the instructions section.

**Overview**  
**Plan**  
Supervisor Evaluation  
Self Evaluation

**UNT System Admin (Multi-rater test)**  
Review Status: Open  
Evaluation Type: Annual  
Program Timeframe: 01/01/20 to -  
Last Updated: May 29, 2020 15:53  
Last Completed Step: Employee Acknowledges Plan  
Co-reviewer: [Add Co-reviewer](#)



## Employee Self Evaluation

UNT SYSTEM Home Performance Progress Notes

Welcome to the Employee Portal, Monica Madrid

My Reviews

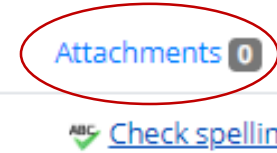
### Your Action Items

Start typing to search

Item	Description
UNT System Admin (Multi-rater test) for Monica Madrid	Self Evaluation

Showing 1 to 1 of 1 entries

Step 4: The employee prepares a self evaluation. Employees are notified by email of the due date. Note that one action item appears on the home page. To initiate the self evaluation process, the employee will select the link on the home page, fill in the required fields and then click “Complete”.



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

### Overall Rating & Comments

#### Performance Rating Scale

Value	Definition
Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
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.
Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
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.
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  
Exceeds Requirements

\* Comments  
X

Remove Entry?

Save Draft Complete

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



## Supervisor Evaluation

Home 22 Performance ▾ Progress Notes

Welcome to the Employee Portal, Jon Rascon

[My Reviews](#)  
[My Employees' Reviews](#)

### Your Action Items

Start typing to search

Item	Description
<a href="#">UNT System Admin (Multi-rater test) for Monica Madrid</a>	Supervisor Evaluation
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Ashley Barraza</a>	Supervisor Creates Plan
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Craig Carter</a>	Supervisor Creates Plan
<a href="#">UNT System Admin (Multi-rater test) (Copy) for Denise Harpool</a>	Supervisor Creates Plan

Step 5: 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”

**Monica Madrid**  
 Supervisor: Jon Rascon  
 Position Description: Senior Buyer  
 Department: UNT System Administration

**Plan for Monica Madrid**

**Instructions:**

- Enter Goal(s) or Objective
- Please do not select the "
- Select "Save Draft" if you
- Select "Complete" when e

**Required fields are indicated v**

**Business Acumen**  
 Assesses, analyzes, acquires, i  
 making; executes the operatr

**\* Specific Goal(s) or Object**

**Overview**

**Plan**

Supervisor Evaluation

Self Evaluation

**Multi-rater Feedback** + Invite Multi-rater

**History**

My Reviews

My Employees' Reviews

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.

Search: craig    carter    Username

<input checked="" type="checkbox"/>	Name	Login	Department	Supervisor
<input type="checkbox"/>	Craig Carter	10033340	SYS	Jon Rascon

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”.

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?





# Co-Reviewer

**UNT SYSTEM** Home 21 Performance Progress Notes Hello, Jon Log Out

**Monica Madrid**  
 Supervisor: Jon Rascon  
 Position Description: [Senior Buyer](#)  
 Department: UNT System Administration

**Supervisor Evaluation** for Monica Madrid 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.
- If you would like to add supporting documents, please select the "Attachments" link.
- Select Complete when all actions have been completed.

Performance Review Attachments 0

Required fields are indicated with an asterisk (\*). [Check spelling](#)

**Business Acumen**

UNT System Admin (Multi-rater test)  
 Review Status: Open  
 Evaluation Type: Annual  
 Program Timeframe: 01/01/20 to -  
 Last Updated: May 29, 2020 16:52  
 Last Completed Step: Self Evaluation  
 Co-reviewer: [Add Co-reviewer](#)

The supervisor can review multi-rater feedback or the employee's self evaluation by selecting the links on the left of the page

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

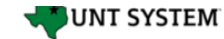
x

[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



Home (21) Performance Progress Notes

Welcome to the Employee Portal, Jon Rascon

My Reviews

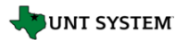
My Employees' Reviews

### Your Action Items

Start typing to search

Item	Description
UNT System Admin (Multi-rater test) for Rebecca Laduke	Supervisor Creates Plan
UNT System Admin (Multi-rater test) for Monica Madrid	Supervisor Meets with Employee

Step 6: 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.



Home (21) Performance Progress Notes

Hello, Jon Log Out

### Monica Madrid

Supervisor: Jon Rascon  
Position Description: Senior Buyer  
Department: UNT System Administration

Overview

Plan  
Supervisor Evaluation  
Self Evaluation  
Multi-rater Feedback  
Approvals & Acknowledgements

History

My Reviews  
My Employees' Reviews

### Supervisor Meets with Employee

#### Instructions:

- Schedule time to meet and review the supervisor evaluation with the employee.
- If the overall evaluation score is Unsatisfactory, please consult with Campus HR before meeting with the employee.
- Once the review is complete, select "Complete".

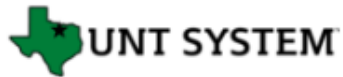
Complete

UNT System Admin (Multi-rater test)  
Review Status: Open  
Overall Rating: Highly Accomplished  
Evaluation Type: Annual  
Program Timeframe: 01/01/20 to -  
Last Updated: May 29, 2020 17:15  
Last Completed Step: Supervisor Evaluation  
Co-reviewer: N/A

Notice that the overall rating is visible on the right side of the page.



## Employee Acknowledges Evaluation



Home 1 Performance ▾ Progress Notes

Welcome to the Employee Portal, Monica Madrid

My Reviews

### Your Action Items

Item	Description
<a href="#">UNT System Admin (Multi-rater test) for Monica Madrid</a>	Employee Acknowledges Evaluation

Showing 1 to 1 of 1 entries

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



## Employee Acknowledges Evaluation (cont.)

### Overall Rating & Comments

Performance Rating Scale

Value	Definition
Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
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.
Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
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.
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

Highly Accomplished

#### Comments

Great Job

Comment

[Check spelling](#)

[Acknowledge](#)

Actions ▾

Print  
Acknowledge

UNT System Admin (Multi-rater test)

ew Status: Open

Overall Rating: Highly Accomplished

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: May 29, 2020 17:23

Last Completed Step: Supervisor Meets with Employee

The employee can print the evaluation by selecting "Print" on the top right corner of the "Employee Acknowledges Evaluation" page.

After reviewing the results and comments, the employee will select Acknowledge on the bottom of the page to complete the evaluation



## 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 »](#)

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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](mailto:HRComp@untsystem.edu)
  - Phone: 940-369-6353
- UNT System Administration HR Team
  - Performance management concerns, discussion about unsatisfactory ratings
  - Email: [System.PerformanceEvals@untsystem.edu](mailto:System.PerformanceEvals@untsystem.edu)
  - Phone: 972-338-1410