

PERFORMANCE EVALUATION PERIOD DEADLINES

2020 Evaluation Period	6/1/2019-5/31/2020
Supervisor and Employee Creates the Plan	By 6/19/2020
Employee Acknowledges Plan	By 6/26/2020
Self Evaluation	By 7/3/2020
Supervisor Evaluation	By 7/31/2020
Supervisor Meets with Employee	By 8/31/2020
Employee Acknowledgment of Evaluation	By 9/4/2020

NOTE: Training materials are available online at <https://hr.untsystem.edu/peopleadmin>.

Step 1: Supervisor and Employee Creates Plan

- ▶ Manager and employee meet to discuss performance goals and objectives that will be entered.
- ▶ Discuss deadline for completion of the self-evaluation.

Step 2: Employee Acknowledges Plan

- ▶ Employee acknowledges receipt of goals and objectives.

Step 3: Self Evaluation

- ▶ Employee completes the evaluation form by inputting self-rating and comments.

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

UNT Dallas Annual Performance Evaluations

Step 4: Supervisor Completes Evaluation

- ▶ Supervisor reviews the employee's self-evaluation.
- ▶ Evaluate the employee's accomplishments/progress and provide a rating for each goal; include comments.

Step 5: Review Meeting

- ▶ Meet with your employee to discuss the performance review.
- ▶ Develop a training or professional development plan (as appropriate).

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

Step 6: Employee Acknowledges Evaluation

- ▶ Employee acknowledges receipt of review materials and score.

For questions or assistance contact the UNT Dallas Campus HR team:

- PerformanceEvals@untdallas.edu
- (972) 338-1410

