### Quick Reference Guide

**UNT Dallas Annual Performance Evaluations**

#### PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
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<th>Period</th>
<th>Dates</th>
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<td>Supervisor and Employee Creates the Plan</td>
<td>By 6/19/2020</td>
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<td>Employee Acknowledges Plan</td>
<td>By 6/26/2020</td>
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<td>Self Evaluation</td>
<td>By 7/3/2020</td>
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<td>Supervisor Evaluation</td>
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<td>Supervisor Meets with Employee</td>
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<td>Employee Acknowledgment of Evaluation</td>
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#### 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.

#### 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.

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

For questions or assistance contact the UNT Dallas Campus HR team:
- PerformanceEvals@untdallas.edu
- (972) 338-1410

**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.