Quick Reference Guide
UNT System Annual Performance Evaluations

### PERFORMANCE EVALUATION PERIOD DEADLINES

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<th>2020 Evaluation Period</th>
<th>10/1/2019-9/30/2020</th>
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<td>Supervisor Creates the Plan</td>
<td>By 7/3/2020</td>
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<td>Employee Acknowledges Plan</td>
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### Step 1: Supervisor 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: Mid-Year Check In
- Supervisor meets with employee to review progress toward goals and objectives.

### Step 4: Self Evaluation
- Employee completes the evaluation form by inputting self-rating and comments.

### Step 5: 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 6: Review Meeting
- Meet with your employee to discuss the performance review.
- Develop a training or professional development plan (as appropriate).

### Step 7: Employee Acknowledges Evaluation
- Employee acknowledges receipt of review materials and score.

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.

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

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

To reference additional resources visit:
https://hr.untsystem.edu/peopleadmin