

PERFORMANCE EVALUATION PERIOD DEADLINES

2022 Evaluation Period	6/1/2021-5/31/2022
1. Employee Creates Plan	12/01/2021—12/23/2021
2. Supervisor Acknowledges Plan	By 12/23/2021
3. Mid Year Check In	2/1/2022—2/28/2022
4. Self Evaluation	6/01/2022—6/30/2022
5. Supervisor Evaluation	By 7/29/2022
6. Supervisor Meets with Employee	By 9/02/2022
7. Employee Acknowledges Evaluation	By 9/30/2022

Step 1: Employee Creates Plan

- ▶ Manager and employee meet to confirm performance goals and objectives. Employee enters goals and objectives.

Step 2: Supervisor Acknowledges Plan

- ▶ Supervisor reviews and acknowledges goals and objectives entered by the employee.

Step 3: Mid Year Check In

- ▶ Meet with employee to review progress toward goals and objectives. Add comments to Progress Notes.

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 FY2022

UNT Dallas Annual Performance Evaluations

Step 4: Self Evaluation

- ▶ Employee enters comments for goals and objectives, selects an overall rating and submits the self evaluation to the supervisor.

Step 5: Supervisor Evaluation

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

Step 6: Review Meeting

- ▶ Schedule time to meet and review the supervisor evaluation with the employee
- ▶ Develop a training or professional development plan (as appropriate).

Step 7: Employee Acknowledges Evaluation

- ▶ Employee acknowledges receipt of the evaluation.

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

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

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

