

PERFORMANCE EVALUATION PERIOD DEADLINES

2023 Evaluation Period	6/1/2022-3/31/2023
1. Employee Creates Plan	11/07/2022—11/18/2022
2. Supervisor Acknowledges Plan	By 12/02/2022
3. Mid Year Check In	1/2/2023—1/31/2023
4. Self Evaluation	4/03/2023—4/14/2023
5. Supervisor Evaluation	By 4/30/2023
6. Supervisor Meets with Employee	By 4/30/2023
7. Employee Acknowledges Evaluation	By 4/30/2023

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 FY 2023

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

