### Quick Reference Guide FY 2023

#### UNT Dallas Annual Performance Evaluations

**PERFORMANCE EVALUATION PERIOD DEADLINES**

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

**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.

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**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.

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

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