### PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
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<tr>
<th>Step</th>
<th>Description</th>
<th>Due Date</th>
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<tr>
<td>1.</td>
<td>Employee Creates Plan</td>
<td>6/5/2023—7/15/2023</td>
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<td>2.</td>
<td>Supervisor Acknowledges Plan and Conducts 1st Performance Check-In</td>
<td>By 7/15/2023</td>
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<td>3.</td>
<td>Performance Check-Ins</td>
<td>9/15/2023—10/15/2023, 12/1/2023—1/15/2024</td>
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<td>5.</td>
<td>Supervisor Evaluation</td>
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<td>6.</td>
<td>Supervisor Meets with Employee</td>
<td>By 5/31/2024</td>
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<td>7.</td>
<td>Employee Acknowledges Evaluation</td>
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### Quick Reference Guide FY 2024

**UNT Dallas Annual Performance Evaluations**

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

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

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**NOTE:** The system allows managers to receive feedback from other UNT System Enterprise 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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Rev. 1/10/24—due date changed to 5/31/24