

# UNT Performance Management

How to Manage Employee Changes  
During the Review Period

1/16/23

# FY23 Schedule

## UNT PERFORMANCE EVALUATION SCHEDULE FY23

Applies to  
UNT Staff  
who start  
on or before  
3/1/2023

	Start	Complete
Supervisor Reviews/Completes Plan	8/18/22	9/30/22
Employee Acknowledges Plan	Complete by 10/14/22	
Mid-Year Check in	11/1/22	11/30/22
Self Evaluation (optional)	3/15/23	3/31/23
Supervisor Evaluation	4/1/23	5/31/23
Supervisor Meets with Employee & Finalizes Rating	Complete by 5/31/23	
Employee Acknowledgment of Evaluation	Complete by 5/31/23	

# New Hires

## On or before March 1

- At the time of hire, the supervisor should meet with the employee to establish expectations and goals along with completing a review of the job duties with the employee
- Once goals are established, enter into performance management system (Supervisor Reviews Plan step).
- Employee will need to access system and acknowledge job duties and goals.
- If the mid-year review period has already passed (end of November), there is no need to conduct a mid-year. The supervisor can enter a comment that the mid-year was not required because the employee is a new hire and select “acknowledge”.
- Both the supervisor and employee will proceed with the remainder of the review period following the standard time frame.

## After March 1 thru May 31

- At the time of the hire, the supervisor should meet with the employee to establish expectations and goals along with completing a review of the job duties with the employee
- Once the next year’s performance review program opens then the supervisor can enter goals.

# Promotions/Transfers

## Before April 1

- At the time of the promotion or transfer, the supervisor should meet with the employee to establish expectations and goals along with completing a review of the job duties with the employee
- Once goals are established, contact HR to reopen the performance management system so that the supervisor can modify performance goals for the employee (Supervisor Reviews Plan step).
- Employee will the need to access the system and acknowledge job duties and goals.
- If the mid-year review period has already passed (end of November), there is no need to conduct a new mid-year evaluation. The supervisor can enter a comment that the mid-year was already completed prior to the promotion/transfer and select “acknowledge”.
- Both the supervisor and employee will proceed with the remainder of the review period following the standard time frame.
- *Note – if the promotion/transfer occurs in the month of March, please contact your HR Business partner for guidance.*
- It is encouraged to consider the use of co-reviewer and/or multi-rater functionality to include the employee’s prior supervisor in the evaluation process, particularly when the promotion/transfer occurs near April 1.

# Promotions/Transfers (cont.)

## After April 1 thru May 31

- At the time of the promotion/transfer/reclassification, the supervisor should meet with the employee to establish expectations and goals along with completing a review of the job duties with the employee
- Once the next year's program opens the supervisor can enter goals. If the employee change was a reclassification, then the supervisor will also need to modify Job Duties on the Position description to reflect any new or updated job responsibilities.

# Reclassifications

- At the time of the reclassification, the supervisor should meet with the employee to establish expectations and goals along with completing a review of the job duties with the employee
- Once goals are established, contact HR Compensation to reopen the performance management system so that the supervisor can add new goals or modify existing goals (if needed) for the employee (Supervisor Reviews Plan step).
- Additionally, the supervisor should modify Job Duties on the Position description to reflect any new or updated job responsibilities (add link for updating job duties). Click “apply” to refresh job duties
- Employee will need to access the system and acknowledge job duties and goals.
- If the mid-year review period has already passed (end of November), there is no need to conduct a new mid-year evaluation. The supervisor can enter a comment that the mid-year was already completed prior to the reclassification and select “acknowledge”.
- Both the supervisor and employee will proceed with the remainder of the review period following the standard time frame.
- *Note – if the reclassification occurs in the month of March, please contact your HR Business partner for guidance.*