How to Access Performance Module

• Via employee portal link: https://my.untsystem.edu; go to PeopleAdmin section and select the link for Performance Management
• Or go to: https://jobs.untsystem.edu/portal
• Log-in with EUID and Password
• All supervisors and employees can access system
Performance Program Overview

PERFORMANCE EVALUATION PERIOD DEADLINES

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HSC Annual Performance Evaluations FY 2021

Step 3: Self Evaluation
- Employee enters comments and selects overall self rating

Step 4: Supervisor Evaluation
- Supervisor completes evaluation and selects performance rating

Step 5: 2nd Level Supervisor Approval
- Second level supervisor indicates agreement with the content of the evaluation.

Step 6: End of Year Review meeting
- Supervisor and employee meet to review the supervisor evaluation.

Step 7: Employee Acknowledges Evaluation
- Employee acknowledges receipt of review materials and score

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

For questions or assistance contact the HSC HR team:
- HSC.HR@untsystem.edu
- (817)-735-2690

To reference additional resources visit:
https://hr.untsystem.edu/performance-management

NOTE: The system allows managers to invite 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.
Step 1
Establish Objectives & Key Results
Employees will receive email notifications instructing them of any tasks that need to be completed. By selecting the link in the email, employees will be taken to the “Home” screen which displays actionable items. To begin the evaluation process, employees will complete available action item(s) by selecting the relevant link from the list.
The employee will be notified via email that there is a task open for them to take action on within the system. The employee will then log in and select the relevant task link to from the action list found on the home screen.
Tab 1: Read through the instructions and attach the OKR worksheet using the “Progress Notes” link. See Appendix for more information on Progress Notes.
Establish Objectives & Key Results (cont.)

After attaching the OKR worksheet in Progress Notes (see Appendix), copy the objectives and key results into the system for assessment as well as the specific targets to be achieved.

If additional space is required select the add entry button (maximum of 5), once all OKRs have been entered select “Save Draft” if you wish to review or make edits or “Save & Continue” to move to the next tab.

For each objective, it is acceptable to enter multiple key results and targets into the appropriate field below the objective field. You can designate individual key results or targets within the field by listing them numerically (i.e. 1. Key result one, 2. Key result two) or by placing a - or * in front of each item.
Tab 2: View the factors to be used in assessing objectives and key results. Select “Save & Continue” to move to the next tab.
You can complete the step also by clicking the “Actions” drop down menu (found at the top of the page) and select Complete. You may also print pages by selecting the Print option from the Actions drop down menu.

Tab 3: Scroll down to view the factors that will be used to evaluate global objectives. If you wish to review your entered information select “Save Draft” otherwise select “Complete” to finalize this step.
Step 2
Complete Self-Evaluation
When all check-in meetings have concluded, the employee will then be required to complete their Self-evaluation.

The employee will select the relevant task link from the list of actions to begin the Self Evaluation.
Tab 1: On the first tab, the employee will scroll down the page to indicate if they have met their key results for each objective using the drop down menu, they will then select “Save Draft” if the wish to make edits or select “Save & Continue” to move to the next tab.
Tab 2: On the second tab, the employee will view the factors being used to assess their OKRs, select a rating from the drop-down menu reflecting their overall performance of their OKRs, and provide feedback. Select “Save Draft” if edits are required before finalizing, or select “Save and Continue” to move to the next tab. OKRs make up 35% of the overall evaluation score.
Tab 3: On the third tab the Employee will scroll down the page, selecting a rating for each global objective and provide appropriate feedback regarding performance in each area. Employees may also add supporting documentation including an updated OKR worksheet by selecting the “Attachments” link. Global objectives make up 65% of the overall evaluation score.

Select “Save Draft” to review or edit information before finalizing, or select “Complete” when all entries have been completed. This can be done by clicking the buttons at the bottom of the page or using the “Actions” drop down menu. Employees may also print pages by selecting the Print option from the Actions drop down menu.
Step 3
Employee Acknowledges Evaluation
Employee Acknowledges Evaluation

Once the End of Year Review Meeting has concluded, the employee will receive an email notification directing them to complete the next task. The employee will log in to the portal and select the final task to conclude the process.
The overall rating can be viewed on the right side of the page. The employee can review the content of the evaluation, scroll to the bottom of the page and add any optional comments if desired, and click on the “Acknowledge” button to indicate receipt of the evaluation.
Once the employee submits their acknowledgement, all tasks and action items are complete for this evaluation. All steps in the task list will have a green indicator and there will be no more action items pertaining to this evaluation.
Contacts

- HR Compensation and Performance Management Team
  - System issues: log-in, employees not listed, navigation issues, re-open a task
  - Email: kareem.crosdale@untsystem.edu
  - Phone: 940-369-6353

- HSC Campus HR Team
  - Performance management concerns, discussion about unsatisfactory ratings
  - Email: HSC.HR@untsystem.edu
  - Phone: 817-735-2690

- Performance Management Web Page https://hr.untsystem.edu/peopleadmin