PeopleAdmin Performance Management User Guide
HSC Supervisor and Non-Supervisor Program 2021
How to Access Performance Module

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

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**Step 1: Enter and Approve OKRs**
- Supervisors and employees establish OKRs and enter into system.

**Step 2: Performance Check Ins**
- Supervisors and employees meet in December, April, and July to review progress towards objectives.

**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)-733-2690

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
Supervisor Approves Objectives & Key Results
Once the employee has entered the established OKRs and targets into the system, the supervisor will receive notification with a link to the system via email the following morning. The supervisor will log into the employee portal and select the relevant Action Item link in order to access the OKRs which were entered.

*Action items can be accessed from either the Home screen or the My Employees’ Reviews link.
The supervisor will begin by reviewing the entries made within the Objectives & Key Results Achievement section. Once satisfied that the entries made are the agreed upon OKRs, the supervisor will scroll down to view the assessment factors.
Supervisor Approves Objectives & Key Results (Cont.)

The supervisor will be able to review all factors used to assess both the OKRs as well as the global objectives. Note – these are not editable by the supervisor or employee.

The supervisor will then scroll to the bottom of the page in order to complete the task. They will be able to enter comments, return the form to the employee for any revisions, or acknowledge the step in order to move to the next task. If revisions are needed, select “Return for Revision.” If the form is approved, select “Acknowledge” to complete the task.
Step 2
Performance Check-ins
Performance Check-Ins

Supervisors are required to have periodic meetings with all employees to assess and give feedback on progress related to the position as well as towards achieving objectives, key results and tasks. From the Home screen, the supervisors will select the relevant evaluation link for the specific employee.
Progress notes should be entered to document if the employee met the targets assigned to this time period. Once the supervisor has met with the employee and given them an update on their progress they will select the “Complete” button to indicate that the meeting has taken place. This process will be repeated for all subsequent performance check-ins.

If OKRs need updating, the supervisor should reach out to their Compensation and Performance Management representative (kareem.crosdale@untsystem.edu) for assistance.
Step 3
Complete Supervisor Evaluation
Once the self evaluation is complete, the supervisor will be notified. The Supervisor will select the Complete Supervisor Evaluation task from the home page to begin the Supervisor Evaluation. When completing the evaluation, supervisors are encouraged to review the self evaluation, progress notes and any collected multi-rater feedback to aid in the evaluation process.
Complete Supervisor Evaluation (cont.)

Objectives & Key Results Achieved Tab: the supervisor will scroll down the page to indicate if the employee has met their key results using the drop down menu, they will then select “Save Draft” if they wish to make edits or select “Save & Continue” to move to the next tab. The supervisor is also able to view the employee’s assessment by selecting the “Self Evaluation” link from the left menu.
Objectives & Key Results Assessment Tab: the supervisor will assess the employee’s performance of established OKRs, select a rating from the drop down menu, and provide the necessary 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 employee’s overall evaluation score.
Global Objectives Assessment Tab: the supervisor will scroll down the page, select a rating for each global objective and provide appropriate feedback regarding the employee’s performance in these areas. The supervisor may also add supporting documentation by selecting the “Attachments” link. Global objectives make up 65% of the employee’s overall evaluation score.

Select “Save Draft” to review (this also allows the supervisor to view the score in progress) or edit information before finalizing and 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.

You may also print pages by selecting the Print option from the Actions drop down menu.
Select “Save Draft” to review (this also allows the supervisor to view the score in progress) or edit information before finalizing and 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. You may also print pages by selecting the Print option from the Actions drop down menu found at the top of the page.
If a supervisor wishes to see the employee’s “score in progress” before completing the evaluation, they may click the “Save Draft” button found at the bottom of the page. If changes are required, they can be made at this time, once finished, click “Complete” to submit the evaluation.
Step 4
End of Year Review Meeting
The Supervisor will be notified via email of the next task that requires their attention. They will log in and select the task from the list of action items to complete the End of Year Review Meeting.
Before clicking on the “Complete” button, the supervisor should schedule time with the employee to review and discuss the Supervisor Evaluation. If the overall evaluation score is “Does not Meet Expectations”, a Campus HR representative should be consulted before the meeting with the employee.

* This is also the step to initiate discussions for developing OKRs for the next review period.
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