People Admin Performance Management
User Guide
HSC FY 2021 New Team Member Program
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
UNTHSC New Team Member Program Steps

1. Supervisor Creates Plan – Supervisor enters Objectives and creates an Objective Plan.

2. Supervisor Evaluation – Supervisor provides feedback and rates the employee’s performance.

3. Review Meeting – Supervisor indicates that they have met with the employee and reviewed the evaluation.

4. Employee Acknowledges Evaluation - Employee acknowledges that they have received an evaluation.
To begin the evaluation process, the supervisor will select the employee’s name from the list. The list of employees can be accessed from either the Home page or the My Employees’ Reviews page.
Supervisor Creates Plan

Select the first task link to begin the process to create the plan.
Enter an Objective and Objective Plan for the review period. For additional objectives, click the “Add Entry” button at the bottom of the page. A maximum of three Objectives/Plans may be entered. Utilize the checkbox to indicate team objectives and list all team members.

Select “Save Draft” if you wish to review or edit information before finalizing or select “Complete” when all entries have been entered. This can be done by clicking the buttons at the bottom of the page. You may also print pages by selecting the Print option from the Actions drop down menu.
Supervisor Evaluation

Select the second task link in the list to begin the Supervisor Evaluation.
In the Supervisor Evaluation, the Supervisor will be able to review the objectives and objective plans which were entered for the employee before giving feedback on progress.
The Supervisor will scroll down the page to insert feedback on the progress the employee is making towards delivering the key results created in the plan. They will also indicate opportunities for the employee to grow and/or improve, and give an overall rating of the employee’s performance. Select “Save Draft” to come back to the evaluation or “Complete” once done.
The Supervisors will then select the third task link from the list when ready to meet with the employee to discuss the evaluation.
Before clicking on the “Complete” button, the supervisor must schedule time with the employee to review and discuss the Supervisor Evaluation. If the overall evaluation score is “Progress Needed”, a Campus HR representative must be consulted before meeting with the employee.
The employee will select the fourth task link to acknowledge and complete the evaluation.
The employee will be able to review the performance rating and any feedback that was entered by the supervisor. The performance rating may be found at the top right side of the screen.
Before acknowledging receipt of the evaluation, the employee is able to enter comments related to the evaluation. Select “Acknowledge” once complete.
Evaluation Completed

Welcome to the Employee Portal,

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>You don't have any Action items.</td>
<td></td>
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</table>

Once an employee acknowledges their evaluation, the evaluation cycle is complete and the employee home screen should show no further action needed.
New Team Member Rating Structure

• **On Track**— Performance meets established objectives and fully completes normal job requirements.

• **Progress Needed**— Performance of established objectives is inconsistent; meets some of the minimum requirements of the position but needs to improve performance in other areas.

*If an employee receives an overall score of “Progress Needed” please meet with Campus HR before conducting employee meeting.*
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

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