

PERFORMANCE EVALUATION PERIOD DEADLINES

2021 Evaluation Period	8/1/2020—7/31/2021
Enter and Approve OKR plans	By 10/2/2020
	12/1/2020—12/23/2020
Performance Check-ins	4/1/2021—4/30/2021
	6/21/2021—7/9/2021
Employee Self Evaluation	By 7/23/2021
Supervisor Evaluation	By 7/30/2021
2nd Level Supervisor Approval	By 8/6/2021
End of Year Meeting	By 8/13/2021
Employee Acknowledges Evaluation	By 8/18/2021

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.

Step 3: Self Evaluation

- ▶ Employee enters comments and selects overall self rating

Step 4: Supervisor Evaluation

- ▶ Supervisor completes evaluation and selects performance rating

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.

Quick Reference Guide

HSC Annual Performance Evaluations

FY 2021

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>

