Quick Reference Guide
HSC Annual Performance Evaluations
FY 2022

PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
<thead>
<tr>
<th>2022 Evaluation Period</th>
<th>8/1/2021—7/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter and Approve OKR plans</td>
<td>By 10/15/2021</td>
</tr>
<tr>
<td>Performance Check-ins</td>
<td>12/1/2021—12/23/2021</td>
</tr>
<tr>
<td>Employee Self Evaluation</td>
<td>By 7/31/2022</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>By 8/12/2022</td>
</tr>
<tr>
<td>2nd Level Supervisor Approval</td>
<td>By 8/19/2022</td>
</tr>
<tr>
<td>End of Year Meeting</td>
<td>By 8/26/2022</td>
</tr>
<tr>
<td>Employee Acknowledges Evaluation</td>
<td>By 8/26/2022</td>
</tr>
</tbody>
</table>

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

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.