**Quick Reference Guide**

**HSC Annual Performance Evaluations**

**FY 2021**

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### PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
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<tr>
<td>Enter and Approve OKR plans</td>
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<td>Performance Check-ins</td>
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<td>Employee Self Evaluation</td>
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<td>Employee Acknowledges Evaluation</td>
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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.

**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.

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**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.

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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