

PERFORMANCE EVALUATION PERIOD DEADLINES

2024 Evaluation Period 4/1/2023—3/31/2024

Enter and Approve OKR plans and 1st Check-in By 7/15/2023

Performance Check-ins 9/15/2023—10/15/2023
12/1/2023—1/15/2024

Employee Self Evaluation By 3/31/2024

Supervisor Evaluation By 4/30/2024

2nd Level Supervisor Approval By 4/30/2024

End of Year Meeting By 4/30/2024

Employee Acknowledges Evaluation By 4/30/2024

Step 1: Enter, Approve OKRs and complete First Check-in

- ▶ Supervisors and employees establish OKRs and enter them into the system. Supervisors will also take the time to meet with employees to discuss progress since April 1st.

Step 2: Performance Check Ins

- ▶ Supervisors and employees meet at scheduled intervals to review employee 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 Enterprise 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 2024

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>

