## Quick Reference Guide
### HSC Annual Performance Evaluations
#### FY 2024

**Performance Evaluation Period Deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024 Evaluation Period</td>
<td>4/1/2023-3/31/2024</td>
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<tr>
<td>Enter and Approve OKR plans and 1st Check-in</td>
<td>By 7/15/2023</td>
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<tr>
<td>Performance Check-ins</td>
<td>9/15/2023—10/15/2023</td>
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<tr>
<td>Employee Self Evaluation</td>
<td>By 3/31/2024</td>
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<tr>
<td>Supervisor Evaluation</td>
<td>By 4/30/2024</td>
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<tr>
<td>2nd Level Supervisor Approval</td>
<td>By 4/30/2024</td>
</tr>
<tr>
<td>End of Year Meeting</td>
<td>By 4/30/2024</td>
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<tr>
<td>Employee Acknowledges Evaluation</td>
<td>By 4/30/2024</td>
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**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

**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