Quick Reference Guide

HSC Annual Performance Evaluations
FY 2024

PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Start—End</th>
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<td>2024 Evaluation Period</td>
<td>4/1/2023—3/31/2024</td>
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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 5/31/2024
2nd Level Supervisor Approval  By 5/31/2024
End of Year Meeting  By 5/31/2024
Employee Acknowledges Evaluation  By 5/31/2024

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

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: 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.

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

Rev. 1/10/24—due date changed to 5/31/24