Quick Reference Guide FY 2024

UNT Dallas New Team Member Performance Evaluations

For Staff Employees starting between 12-1-23 and 2-29-24

2024 Evaluation Period 12/1/2023-3/31/2024

1. Supervisor Creates Plan Hire date to 3/31/2024
2. Employee Acknowledges Plan By 3/31/2024
3. Supervisor Evaluation 4/1/2024 to 5/31/2024
4. Supervisor Meets with Employee By 5/31/2024
5. Employee Acknowledges Evaluation By 5/31/2024

PERFORMANCE EVALUATION PERIOD DEADLINES

Step 1: Supervisor Creates Plan
- Supervisor and employee meet to discuss performance objectives.
- Conduct conversation regarding values and how values can be demonstrated in the employee’s daily work.
- Supervisor enters objectives and job specific values examples (optional) into the plan.

Step 2: Employee Acknowledges Plan
- Employee reviews and acknowledges objectives and values.

Step 3: Supervisor Evaluation
- Evaluate the employee’s accomplishments/progress and provide a rating for each objective; include comments.
- Evaluate how the employee has demonstrated values in their job and provide a rating for each value; include comments.

Step 4: Review Meeting
- Schedule time to meet and review the supervisor evaluation with the employee.
- Discuss future objectives, revisit values and how they can be incorporated into the employee’s position, and develop a training or professional development plan (as appropriate).

Step 5: Employee Acknowledges Evaluation
- Employee acknowledges receipt of the evaluation.

NOTE: If an employee receives an overall score of Unsatisfactory please meet with Campus HR before conducting the employee meeting.

For questions or assistance contact the UNT Dallas Campus HR team:
- PerformanceEvals@untdallas.edu
- (972) 338-1410

NOTE: The system allows managers to receive feedback from other UNT System Enterprise employees.

Co-Reviewer—Use this function if another reviewer should have