**UNT FY2021 PERFORMANCE ASSESSMENT TIMELINE**

<table>
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<tr>
<th>Step</th>
<th>Description</th>
<th>Dates</th>
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<tr>
<td>1</td>
<td>Supervisor Creates Plan</td>
<td>11/18/2020 – 1/15/2021</td>
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<tr>
<td>2</td>
<td>Self Evaluation (optional)</td>
<td>4/1/2021 - 4/30/2021</td>
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<td>3</td>
<td>Supervisor Evaluation</td>
<td>4/1/2021 - 5/31/2021</td>
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<td>4</td>
<td>Supervisor Review and Confirm Score</td>
<td>By 5/31/2021</td>
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<td>5</td>
<td>Supervisor Meets with Employee</td>
<td>By 5/31/2021</td>
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<td>6</td>
<td>Employee Acknowledgment of Evaluation</td>
<td>By 5/31/2021</td>
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**Step 1: Supervisor Creates Plan**
- Supervisor enters goals, reviews/enters job duties
  - goals make up 60% of the evaluation score
  - job duties or competencies make up 40% of the evaluation score

**Step 2: Self Evaluation (optional)**
- Employee rates self on goals and job duties. Department Heads will

**Step 3: Supervisor Evaluation**
- Supervisor rates employee on goals and job duties.

**System Features:**
- **Co-Reviewer** - Utilize the co-reviewer 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**

**UNT FY 2021 Performance Evaluations**

**Step 4: Supervisor Reviews and Confirms Score**
- Supervisor reviews and acknowledges overall score.

**Step 5: Supervisor Meets with Employee**
- Supervisor indicates in-person review has occurred

**Step 6: Employee Acknowledgement**
- Employee acknowledges receipt of feedback.

**Eligibility:** UNT Staff employees who started on or before 03/01/2021

**Note:** If 1-1.4 is the rating being considered for an employee, please contact Campus HR to discuss prior to completing the employee meeting.

**For questions or assistance contact the UNT HR team:**
- HRAdministration@untsystem.edu
- (940) 565-2281

**To reference additional resources visit:**
https://hr.untsystem.edu/performance-management