UNT FY2021 PERFORMANCE ASSESSMENT TIMELINE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Supervisor Creates Plan</td>
</tr>
<tr>
<td></td>
<td>Supervisor enters goals, reviews/enters job duties</td>
</tr>
<tr>
<td></td>
<td>- goals make up 60% of the evaluation score</td>
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<tr>
<td></td>
<td>- job duties or competencies make up 40% of the evaluation score</td>
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<tr>
<td>2</td>
<td>Self Evaluation (optional)</td>
</tr>
<tr>
<td></td>
<td>Employee rates self on goals and job duties. Department Heads will determine if their staff members need to complete this step.</td>
</tr>
<tr>
<td>3</td>
<td>Supervisor Evaluation</td>
</tr>
<tr>
<td></td>
<td>Supervisor rates employee on goals and job duties.</td>
</tr>
<tr>
<td>4</td>
<td>Supervisor Reviews and Confirms Score</td>
</tr>
<tr>
<td></td>
<td>Supervisor reviews and acknowledges overall score.</td>
</tr>
<tr>
<td>5</td>
<td>Supervisor Meets with Employee</td>
</tr>
<tr>
<td></td>
<td>Supervisor indicates in-person review has occurred</td>
</tr>
<tr>
<td>6</td>
<td>Employee Acknowledgement</td>
</tr>
<tr>
<td></td>
<td>Employee acknowledges receipt of feedback.</td>
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</tbody>
</table>

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