PERFORMANCE EVALUATION SCHEDULE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervisor Creates Plan 11/18/2020 – 3/31/2021 (due date revised)</td>
</tr>
<tr>
<td>2</td>
<td>Self Evaluation (optional) 4/1/2021 - 4/30/2021</td>
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<tr>
<td>3</td>
<td>Supervisor Evaluation 4/1/2021 - 5/31/2021</td>
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<td>4</td>
<td>Supervisor Review and Confirm Score By 5/31/2021</td>
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<tr>
<td>5</td>
<td>Supervisor Meets with Employee By 5/31/2021</td>
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<tr>
<td>6</td>
<td>Employee Acknowledgment of Evaluation By 5/31/2021</td>
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</tbody>
</table>

- 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

- Employee rates self on goals and job duties. Department Heads will determine if their staff members need to complete this step.

- 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.

UNT Quick Reference Guide

FY2021 Annual Performance Evaluation
Evaluation Period:
Fall 2020 November Mid-Year to 3/31/2021

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:
- HRAadministration@untsystem.edu
- (940) 565-2281
To reference additional resources visit:
https://hr.untsystem.edu/performance-management