

PERFORMANCE EVALUATION SCHEDULE

Supervisor Creates Plan	11/18/2020 – 3/31/2021 <i>(due date revised)</i>
Self Evaluation (optional)	4/1/2021- 4/30/2021
Supervisor Evaluation	4/1/2021- 5/31/2021
Supervisor Review and Confirm Score	By 5/31/2021
Supervisor Meets with Employee	By 5/31/2021
Employee Acknowledgment of Evaluation	By 5/31/2021

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 determine if their staff members need to complete this step.

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.

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:

- HRAdministration@untsystem.edu
- (940) 565-2281

To reference additional resources visit:

<https://hr.untsystem.edu/performance-management>