

PERFORMANCE EVALUATION PERIOD DEADLINES

2023 Evaluation Period	10/1/22—3/31/23
Supervisor Creates Plan	12/6/22— 12/20/22
Employee Acknowledges Plan	By 12/20/22
Mid-Year Check In	2/1/23— 2/15/23
Self Evaluation	4/3/23—4/14/23
Supervisor Evaluation	4/15/23—5/31/23
Employee Acknowledges Evaluation	By 5/31/23

Step 1: Supervisor Creates Plan

- ▶ Supervisor and employee meet to discuss performance goals and objectives.
- ▶ Supervisor enters goals into the system and submits to employee for acknowledgement.

Step 2: Employee Acknowledges Plan

- ▶ Employee reviews and acknowledges receipt of goals and objectives.

Step 3: Mid-Year Check In

- ▶ Supervisor meets with employee to review progress toward goals and objectives.

Step 4: Self Evaluation

- ▶ Employee completes the self evaluation by inputting comments for each goal/objective, a self-rating and additional comments related to own performance. Employee can also attach supporting information of documentation to the self-evaluation.

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

Co-Reviewer– Use this 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 FY2023

UNT System Annual Performance Evaluations

Step 5: Supervisor Completes Evaluation

- ▶ Supervisor reviews the employee's self-evaluation. And any additional materials include progress notes, attachments or Multi-rater feedback.
- ▶ Supervisor evaluates the employee's performance and provides comments for each objective; selects overall performance rating.
- ▶ Supervisor schedules employee meeting and releases review document to employee for review prior to the meeting.
- ▶ Supervisor meets with employee to provide feedback and discuss performance objectives for the next review cycle.

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

Step 6: Employee Acknowledges Evaluation

- ▶ Employee acknowledges receipt of review materials and score.

For questions or assistance contact the UNT System HR team:

- angela.bennett-engele@untsystem.edu or jennifer.turcios@untsystem.edu
- (940)-369-5600
- For additional resources visit: <https://hr.untsystem.edu/supervisor-resources/performance-management.php>