

## PERFORMANCE EVALUATION PERIOD DEADLINES

Supervisor Reviews Goals & Objectives	Opens 11/18/21
Employee Acknowledges Goals & Objectives	By 12/17/21
Self Evaluation	10/03/22—10/31/22
Supervisor Evaluation	10/03/22—10/31/22
Employee Acknowledges Evaluation	By 10/31/22

### Step 1: Supervisor Reviews Goals & Objectives

- ▶ Manager reviews FY 22 goals carried forward from the FY 21 performance evaluation. For new employees, supervisors will create FY 22 goals. Additionally, supervisors can add in objectives specifically relating to UNT System Organization Objectives (Business Acumen, Building Coalitions, etc.)
- ▶ Supervisor sends goals and objectives to employee for acknowledgment.

### Step 2: Employee Acknowledges Goals & Objectives

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

### Step 3: Self Evaluation

- ▶ Employee completes the self evaluation by inputting comments relating to accomplishments, challenges and/or barriers of performance objectives, 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 document progress and invite feedback from other UNT World employees.**

**Progress Notes—Use this function to document employee progress toward established goals, achievements, and development needs.**

**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 FY2022

### UNT System Annual Performance Evaluations

FY 2022 Evaluation Period 10-1-21 to 9-30-22

#### Step 4: Supervisor Completes Evaluation

- ▶ Supervisor reviews the employee's self-evaluation and any additional materials including 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**

#### Step 5: Employee Acknowledges Evaluation

- ▶ Employee acknowledges receipt of review materials and score by the due date. Employee may return evaluation to supervisor if edits are needed.

For questions or assistance contact the UNT System HR team:

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To reference additional resources visit:

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