



# Performance Management User Guide

## UNT System FY21

January 2021



## How to Access Performance Module

- Via employee portal link: <https://my.untsystem.edu>; go to PeopleAdmin section and select the link for Performance Management
- Or go to: <https://jobs.untsystem.edu/portal>
- Log-in with EUID and Password
- All supervisors and employees can access system



## How to Access Performance Module (cont.)

Applicant Tracking System

Welcome, Abby Ogenche [My Profile](#) [Help](#) [logout](#)

User Group:  
Compensation

Home Postings Applicants Hiring Proposals Shortcuts

The employee portal can be accessed through the PeopleAdmin System by clicking on the three dots in the top left corner of the page and then selecting "UNT System Employee Portal"

Applicant Tracking System

Applicant Tracking System

Position Management

OTHER TOOLS

UNT System Employee Portal



# Navigation

The home screen displays a list of items that require action. This includes tasks related to a supervisor's own evaluation and tasks related to the employees supervised.

UNT SYSTEM

Home 7 Performance - Progress Notes 10

Welcome to the Employee Portal, Melinda Lilly

**Your Action Items**

Start typing to search

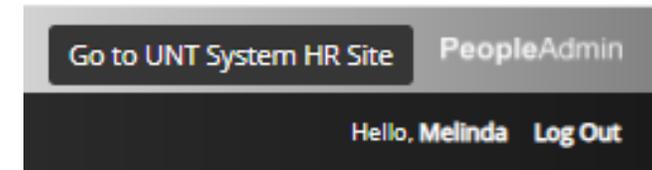
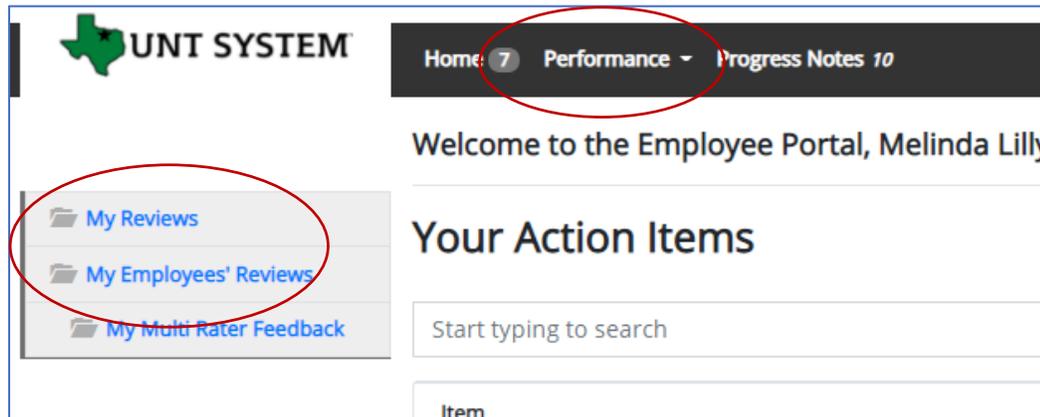
Item	Description
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Abby Ogenche</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Darryllynn Williams</a>	Supervisor Creates Plan
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Dorothy Cummings</a>	Supervisor Creates Plan



## Navigation (cont.)

The supervisor can choose to view their own historical evaluations or the status of their employees reviews by either selecting “Performance” at the top of the page or selecting the “My Reviews” or “My Employees’ Reviews” on the left side of the page

The “Go to UNT System HR Site” button takes the user out of the employee portal and back to the Applicant Tracking System or Position Management module





## Evaluation Schedule FY21

1. Supervisor Creates Plan
2. Employee Acknowledges Plan
3. Mid-Year Check In
4. Self Evaluation
5. Supervisor Evaluation
6. Evaluation Review Meeting
7. Employee Acknowledges Evaluation



## Progress Notes Feature

The screenshot shows the UNT System PeopleAdmin interface. The top navigation bar includes 'Home', 'Performance', and 'Progress Notes 10'. The 'Progress Notes' link is circled in red. Below the navigation bar, there is a search bar and an 'Advanced' filter button. On the right side of the page, a blue button labeled 'Create Progress Note' is circled in red. The main content area displays a table with columns for Title, Shared, Program, Date, Type, Author, and Employee.

Progress notes allow both the employee and supervisor to document achievements or kudos throughout the year as well as during the evaluation process.

It is highly encouraged that supervisors add progress notes detailing review conversations. Notes should include a brief overview of the progress the individual has made towards their goals.

To add a progress note, click the “Progress Notes” link at the top of the page, then click “Create Progress Note” on the right side of the page. A “New Progress Note” box will appear. Fill in the information and add supporting documents by clicking “Attachments”

The screenshot shows the 'New Progress Note' form. It includes fields for Program (optional), Employee\*, Step (optional), Type\*, and Title\*. The 'Share this Progress Note' checkbox is circled in red. There is also an 'Attachment' button and 'Create' and 'Cancel' buttons at the bottom.

There is an option to share the progress note with the employee or supervisor. Click “create” when complete.



## Beginning the Review Process

Step 1: Once logged in to the employee portal, a Supervisor can create and/or access reviews for all employees in their area of responsibility by selecting the link with the employee's name

The screenshot shows the UNT System Employee Portal interface. At the top, there is a navigation bar with 'Home', 'Performance', and 'Progress Notes 10'. A user greeting 'Hello, Melinda' is visible. Below the navigation bar, a sidebar on the left contains links for 'My Reviews', 'My Employees' Reviews', and 'My Multi Rater Feedback'. The main content area is titled 'Your Action Items' and features a search input field. Below the search field is a table with the following data:

Item	Description	Due Date	Status
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Abby Ogenche</a>	Mid-Year Check In	2021-04-30 Due in 3 months	Upcoming
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Mid-Year Check In	2021-04-30 Due in 3 months	Upcoming
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Darrylynn Williams</a>	Supervisor Creates Plan	2021-01-29 Due in 5 days	Upcoming
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Dorothy Cummings</a>	Supervisor Creates Plan	2021-01-29 Due in 5 days	Upcoming
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Supervisor Creates Plan	2021-01-29 Due in 5 days	Upcoming



## Beginning the Review Process (cont.)

The supervisor can also access and view the status of their employees' evaluations by clicking "My Employees' Reviews" on the left side of the page. To begin the evaluation, click on each employee's name and create a plan. Notice the column labeled "Progress". The progress steps change color when you go through each step. The color key is across the top bar. \*Please note that the disputed tab is not in use for this program\*

The screenshot shows the 'Reviews Dashboard' interface. On the left, a navigation menu has 'My Employees' Reviews' circled in red. A green arrow points from this menu item to the 'Progress' column header in the table below. The table lists employees and their evaluation progress. A color key at the top of the table indicates the status of each step: 1 (orange), 2 (green), 3 (green), 4 (orange), 5 (grey), 6 (grey), 7 (grey).

Last Name	First Name	Anniversary Date	Progress	Program	Score
UNT System Administration Non-Supervisor FY21 Performance Evaluation Program 7					
Colavecchia	Jayne	2020-01-29	0/7 [1] [ ] [ ] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
Ogenche	Abby	2019-12-01	3/8 [1] [2] [3] [4] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
Fredrickson	Stacie	2019-04-15	0/7 [1] [ ] [ ] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
Crosdale	Kareem	2019-05-13	0/7 [1] [ ] [ ] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
Cummings	Dorothy	2012-05-07	0/7 [1] [ ] [ ] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
Williams	Darrylynn	2018-03-26	0/7 [1] [ ] [ ] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated
O'Quinn	Christle	2013-06-17	3/9 [1] [2] [3] [4] [5] [ ] [ ] [ ] [ ]	UNT System Administration Non-Supervisor FY21 Performance Evaluation Program	Unrated



## Supervisor Creates Plan

The Supervisor is now able to create a plan for the selected employee. Click “Supervisor Creates Plan” to start. Notice additional details on the left and right menus include links to select a multi-rater and co-reviewer. Multi-rater allows the supervisor to invite feedback from others. Adding a co-reviewer allows the supervisor to identify another individual who can perform all the same evaluation steps as the supervisor. Please go to slides 12 and 13 for more information on the multi-rater and co-reviewer features.

The screenshot displays the UNT System HR interface for Jayne Colavecchia. The main content area shows a list of tasks with the following data:

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates Plan	Melinda Lilly Supervisor	2021-01-19		2021-01-29
2 Employee Acknowledges Plan	Jayne Colavecchia			2021-01-29
3 Mid-Year Check In	Melinda Lilly Supervisor	2021-01-01		2021-04-30
4 Self Evaluation	Jayne Colavecchia	2021-01-01		2021-10-29
5 Supervisor Evaluation	Melinda Lilly Supervisor	2021-01-01		2021-10-29
6 Supervisor Schedules Meeting with Employee	Melinda Lilly Supervisor			2021-10-29
7 Employee Acknowledges Evaluation	Jayne Colavecchia			2021-10-29

On the left sidebar, the 'Multi-rater Feedback' link is circled in red. On the right sidebar, the 'Add Co-reviewer' link is circled in red. The right sidebar also displays the following information:

- UNT System Administration Non-Supervisor FY21 Performance Evaluation Program
- Review Status: **Open**
- Evaluation Type: Annual
- Program Timeframe: 01/18/21 to -
- Last Updated: January 18, 2021 19:



## Co-Reviewer Feature

The screenshot displays the 'Supervisor Evaluation' page for Jayne Colavecchia. The left sidebar includes links for Overview, Plan, Supervisor Evaluation, Self Evaluation, Multi-rater Feedback (with an '+ Invite Multi-rater' button), and Approvals & Acknowledgements. The main content area contains instructions for the 'Performance Review' and 'Future Objectives' tabs. The 'Performance Review' tab is active, showing instructions such as 'Scroll down the page and enter comments for all objectives' and 'At the bottom of the page, select the applicable overall performance rating for this review period.' Below the instructions are tabs for 'Performance Review' and 'Future Objectives'. A green arrow points to the 'Attachments' link at the bottom right of the main content area. The right sidebar shows program details for 'UNT System Administration Non-Supervisor FY21 Performance Evaluation Program', including 'Review Status: Open', 'Evaluation Type: Annual', and 'Program Timeframe: 01/18/21 to -'. A green arrow points to the 'Add Co-reviewer' link in the right sidebar.

The supervisor can review multi-rater and co-reviewer feedback or the employee's self evaluation by selecting the links on the left of the page

The supervisor can add a co-reviewer during the evaluation process. This function can be utilized if another reviewer should have **full** feedback capabilities to the employee's evaluation. The co-reviewer has the ability to perform all the same steps as the supervisor. This might be used for an employee who has a split reporting relationship or someone who recently transferred to a new job. The supervisor and co-reviewer will need to discuss who will be responsible for completion and submission of the evaluation steps. Note that only one person can submit the supervisor evaluation by clicking complete. Otherwise, save as draft and the co-reviewer will be notified that there is a pending action item for them to complete. The supervisor or co-reviewer may also add attachments by selecting the attachment link.



## Multi-rater Feedback Feature

The supervisor can request performance feedback from other UNT World employees by selecting “Multi-rater Feedback” and clicking “Invite Multi-rater”

**Jayne Colavecchia**

Supervisor: Melinda Lilly  
 Position Description: HR Consultant I  
 Department: UNT System Administration

- Overview
- Plan
- Supervisor Evaluation
- Self Evaluation
- Multi-rater Feedback**
  - + Invite Multi-rater
- Approvals & Acknowledgements

Select the desired employee, click the check box next to their name and click “Save”. Multiple Multi-raters may be selected.

**Select Multi Raters**

Begin typing a name or login to search available users. Then select users from the list.

<input checked="" type="checkbox"/>	Name	Login	Department	Supervisor
<input checked="" type="checkbox"/>	Kareem Crodale	11239664	SYS	Melinda Lilly

The Multi-rater will receive an email notifying them of the request, and they can access the multi-rater form through their performance portal Home page. Once feedback has been provided in the Comments section, the multi-rater will click “Complete”.

Required fields are indicated with an asterisk (\*). [Check spelling](#)

**Additional Reviewer**

Please provide feedback regarding the evaluated employee's performance during the preceding year relating to one or more of the following categories: produced results, customer service, business knowledge, leadership, teamwork, stakeholder relationships, change management, accountability, and/or vision.

\* Comments

Remove Entry?



## Supervisor Creates Plan (cont.)

**Step 1:** The Supervisor enters objective(s) for each section listed. Example text is included for non-supervisors and supervisors. Click “Save Draft” if additional changes are needed or “Complete” when the plan is completed by clicking the buttons at the bottom of the screen. Once completed, the employee will then access the plan for review and acknowledgement. Page instructions are found in the light blue section at the top of the page.

**New this year!**  
Objectives may be identified as an individual objective by entering (I) before the objective, or a team objective by entering (T) before the objective.

The screenshot displays the 'Plan for Jayne Colavecchia' interface. At the top, there are navigation links for 'Go to UNT System HR Site' and 'PeopleAdmin', and a user greeting 'Hello, Melinda Log Out'. The main content area is titled 'Plan for Jayne Colavecchia' and includes an 'Instructions' section with a light blue background. Below this, there are sections for 'Business Acumen' and 'Results Driven', each with a description and a text input field for objectives. A 'Check spelling' link is visible. At the bottom right, two buttons, 'Save Draft' and 'Complete', are circled in red. A green arrow points to the 'My Multi Rater Feedback' link in the left sidebar.



## Employee Acknowledges Plan

Home Performance Progress Notes 1

Welcome to the Employee Portal, Jayne Colavecchia

### Your Action Items

Start typing to search

Item	Description	Due Date
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Complete Multi-Rater Evaluation	n/a
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Employee Acknowledges Plan	2021-01-29 Due in 4 days

Showing 1 to 2 of 2 entries

**Step 2:** The employee logs in to PeopleAdmin/Performance Management to review the plan created by the Supervisor. The employee will have a related action item on the home page. To initiate this step, the employee clicks the “Employee Acknowledges Plan” item.

Individual or Team Objective(s)  
objective 4

**Building Coalitions**  
Actively seeks peers or stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support; solicits feedback for improvement and shares ideas for best practices; collaborates, explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate; develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.

Individual or Team Objective(s)  
objective 4

**Develop Self**  
Maintains an openness to continuous learning, shows initiative to participate in or lead new initiatives; seeks opportunities to learn and develop skills through formal and informal training and mentoring.

Individual or Team Objective(s)  
objective 5

Comment [Check spelling](#)

[Acknowledge](#)

After reviewing the plan, the employee can enter comments and then click on the “Acknowledge” button at the bottom of the screen.



## Mid-Year Check In

Home 7 Performance - Progress Notes 10

Welcome to the Employee Portal, Melinda Lilly

**Your Action Items**

start typing to search

Item	Description
UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Abby Ogenche	Mid-Year Check In
UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christie O'Quinn	Mid-Year Check In

**Step 3:** The supervisor will login to complete the Mid-Year Check in with the employee. To initiate this step, select the desired employee listed on the home page and you will be taken to the next page to complete the Mid-Year Check In.

To complete this step, the supervisor will meet with the employee to review progress toward goals and objectives, enter a progress note to document the conversation, and then click “Complete” on the Mid-Year check in page.

Home 7 Performance - Progress Notes 10

**Mid-Year Check In**

Instructions:

- Meet with employee to review progress toward objectives.
- Add comments to Progress Notes before completing.
- Select Complete once the Mid-Year Check In is complete.

[Complete](#)



## Employee Self Evaluation

**Step 4:** The employee completes a self evaluation of their performance related to their established objectives. Employees are notified by email of the due date. The action item appears on the home page. To initiate the self evaluation process, the employee will select the link on the home page for the Self Evaluation item.

Home 3 Performance ▾ Progress Notes 1

Welcome to the Employee Portal, Jayne Colavecchia

### Your Action Items

Item	Description
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Complete Multi-Rater Evaluation
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Employee Acknowledges Evaluation
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Self Evaluation



## Employee Self Evaluation (cont.)

Home 3 Performance ▾ Progress Notes 1

**Self Evaluation** for Jayne Colavecchia

On the Self Evaluation screen, the employee will complete the required fields.



Performance Review

Required fields are indicated with an asterisk (\*).

### Business Acumen

Proficiently executes the functions of the job with accuracy and timeliness and in a manner that instills trust and accomplishes the organization's mission. Expands job knowledge and understanding of own work and work of others. Exhibits own responsibility in completing job tasks. Exhibits proactive customer support to internal and external customers. Identifies and removes roadblocks and initiates change. Understands the up and down-stream effects of inaccuracies or inefficiencies in own work. Troubleshoots and resolves issues. Effectively communicates and achieves outcomes. Uses technology to enhance processes and decision making.

**Individual or Team Objective(s):**

objective 1

**\* Comments**

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### Results Driven

Achieves specific performance requirements expected of the employee during the appraisal period, focusing on measurable results from the strategic plan, departmental objectives, and measurable outputs and outcomes clearly aligned to organizational goals and objectives. The performance requirements must contain measurable results and quality indicators. The quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate.

**Individual or Team Objective(s):**

objective 2

**\* Comments**



## Employee Self Evaluation

The employee will select an overall rating value, add comments and then click the Complete button.

**Overall Rating & Comments**

Performance Rating Scale

Value	Definition
Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
Developing/Needs Improvement	Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
Exceeds Requirements	Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
Highly Accomplished	Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.

\* Rating  
Exceeds Requirements

\* Comments

Remove Entry?

[Save Draft](#) [Complete](#)





## Supervisor Evaluation

**Step 5:** The Supervisor evaluates the employee performance related to the established objectives. Supervisors are notified via email of the due date. To initiate the supervisor evaluation, click on the action item identified as the Supervisor Evaluation for each employee.

The screenshot shows the UNT System Employee Portal for Melinda Lilly. The page title is 'Your Action Items' and it includes a search bar. A table lists five action items, with the last one, 'Supervisor Evaluation' for Jayne Colavecchia, circled in red. A green arrow points to the table.

Item	Description
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Abby Ogenche</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Darrylynn Williams</a>	Supervisor Creates Plan
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Dorothy Cummings</a>	Supervisor Creates Plan
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Supervisor Evaluation



## Supervisor Evaluation Tabs

The Supervisor will complete both the Performance Review tab and the Future Objectives tab. Instructions are provided in the blue area at the top of the page.

**Supervisor Evaluation** for Jayne Colavecchia

**Instructions:**

**Tab 1 - Performance Review:**

- Scroll down the page and enter comments for all objectives.
- At the bottom of the page, select the applicable overall performance rating for this review period.
- Insert comments reflecting overall performance.
- Select "Save Draft" if you wish to review or edit information before finalizing.
- If you would like to add supporting documents, please select the "Attachments" link.
- Select "Save and Continue" to move to the next section or select "Save Draft" if you wish to review or edit information before finalizing.

**Tab 2 - Future Objectives:**

- Enter individual or team performance objectives for the next review period. Enter a minimum of three and a maximum of five objectives.
- Select "Complete" when all actions have been completed and you are ready to finalize the supervisor evaluation.

Performance Review   **Future Objectives**



## Performance Review

Home 7 Performance ▾ Progress Notes 10

**Supervisor Evaluation** for Jayne Colavecchia

The supervisor and/or co-reviewer will enter required comments for each objective. When completing the evaluation, supervisors are encouraged to review the self evaluation, progress notes and any collected multi-rater feedback to aid in the evaluation process.



Performance Review | [Future Objectives](#)

Required fields are indicated with an asterisk (\*).

### Business Acumen

Proficiently executes the functions of the job with accuracy and timeliness and in a manner that instills trust and accomplishes the organization's mission. Expands understanding of own work and work of others. Exhibits own responsibility in completing job tasks. Exhibits proactive customer support to internal and external customers. Troubleshoots and initiates change. Understands the up and down-stream effects of inaccuracies or inefficiencies in own work. Troubleshoots and resolves issues. Efforts lead to improved outcomes. Uses technology to enhance processes and decision making.

**Individual or Team Objective(s):**

objective 1

**\* Comments**

**Results Driven**

Achieves specific performance requirements expected of the employee during the appraisal period, focusing on measurable results from the strategic plan, departmental goals and outcomes clearly aligned to organizational goals and objectives. The performance requirements must contain measurable results and quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate.

**Individual or Team Objective(s):**

objective 2

**\* Comments**



## Performance Review (cont.)

The supervisor will select an overall performance rating for the review period, enter comments and select “Save & Continue” to complete the next step of Future Objectives or “Save Draft” to return later.

**Overall Rating & Comments**

Performance Rating Scale

Value	Definition
Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
Developing/Needs Improvement	Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
Exceeds Requirements	Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
Highly Accomplished	Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.

\* Rating  
Highly Accomplished

\* Comments

[Save Draft](#) [Save & Continue](#)





## Future Objectives

The supervisor will enter three to five individual or team objectives for next year's evaluation. To add additional objectives, select "Add Entry". Select "Save Draft" if additional edits are needed, or "Complete" once all objectives are entered.

Performance Review **Future Objectives** Attachments 0

Required fields are indicated with an asterisk (\*). [Check spelling](#)

### Future Objectives

Please enter individual or team objectives for next year's evaluation. Enter a minimum of three and a maximum of five objectives. Click on "Add Entry" to add additional objectives as needed. Click on "Remove Entry" if any objectives need to be deleted.

\* Individual or Team Objective

Indicate Individual Objectives with an (I) and Team Objectives with a (T)

Remove Entry?

[Add Entry](#) [Save Draft](#) [Complete](#)



## Supervisor Schedules Meeting

Home 7 Performance - Progress Notes 10

Welcome to the Employee Portal, Melinda Lilly

### Your Action Items

Start typing to search

Item	Description
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Abby Ogenche</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn</a>	Mid-Year Check In
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Darryllynn Williams</a>	Supervisor Creates Plan
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Dorothy Cummings</a>	Supervisor Creates Plan
<a href="#">UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia</a>	Supervisor Schedules Meeting with Employee

**Step 6:** The supervisor will schedule a meeting with the employee to review the supervisor evaluation. If the overall evaluation score is Unsatisfactory, the supervisor will need to consult with System HR before scheduling the employee meeting.

To initiate this step, the supervisor will click on “Supervisor Schedules Meeting with Employee”



## Supervisor Schedules Employee Meeting

**New This Year!** Once the meeting is scheduled and the supervisor clicks “Complete”, the evaluation document is released to the employee. This gives the employee the ability to review the feedback prior to the meeting and help facilitate the discussion.

Home 7 Performance - Progress Notes 10

### Supervisor Schedules Meeting with Employee

Instructions:

- Schedule a meeting to review the supervisor evaluation with the employee.
- If the overall evaluation score is Unsatisfactory, please consult with Human Resources before scheduling evaluation meeting with the employee.
- To facilitate the performance discussion, please share the evaluation document with the employee prior to the meeting by selecting “Complete”.

[↗ Complete](#)



## Employee Acknowledges Evaluation

Step 7: The employee logs in to PeopleAdmin/Performance Management to review the Supervisor Evaluation document. The employee will have a related action item on the home page. To initiate this step, the employee clicks the action item with the description “Employee Acknowledges Evaluation”. After meeting with their supervisor, the employee will select the “Acknowledge” button to complete the evaluation process.

The screenshot shows the UNT System Employee Portal. The breadcrumb trail is Home > Performance > Progress Notes. The user is logged in as Jayne Colavecchia. The page title is 'Welcome to the Employee Portal, Jayne Colavecchia'. Under 'Your Action Items', there is a search bar and a table with two columns: 'Item' and 'Description'. The table contains two rows. The second row, 'Employee Acknowledges Evaluation', is circled in red.

Item	Description
UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Christle O'Quinn	Complete Multi-Rater Evaluation
UNT System Administration Non-Supervisor FY21 Performance Evaluation Program for Jayne Colavecchia	Employee Acknowledges Evaluation



## Employee Acknowledges Evaluation (cont.)

Following the evaluation meeting with their supervisor, the employee can enter comments and select “Acknowledge” on the bottom of the page to complete the evaluation process.

**Overall Rating & Comments**

Performance Rating Scale

Value	Definition
Unsatisfactory	Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.
Developing/Needs Improvement	Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
Proficient/Meets Requirements	Performance meets established objectives and fully completes normal job requirements.
Exceeds Requirements	Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
Highly Accomplished	Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.

**Rating**  
Highly Accomplished

**Comments**  
aljtjsefja

**Future Objectives**  
Please enter individual or team objectives for next year's evaluation. Enter a minimum of three and a maximum of five objectives. Click on "Add Entry" to add additional objectives as needed. Click on "Remove Entry" if any objectives need to be deleted.

**Individual or Team Objective**  
future objective 1

**Individual or Team Objective**  
future objective 2

**Individual or Team Objective**  
future objective 3

**Comment**

[Check spelling](#)

[Acknowledge](#)



# Employee Acknowledges Evaluation (cont.)

The employee can print the evaluation by selecting "Print" on the top right corner of the "Employee Acknowledges Evaluation" page.



Go to UNT System HR Site

Home 1 Performance Progress Notes 1

Jayne Colavecchia

Supervisor: Melinda Lilly  
Position Description: HR Consultant I  
Department: UNT System Administration

Supervisor Evaluation for Jayne Colavecchia

## Business Acumen

Proficiently executes the functions of the job with accuracy and timeliness and in a manner that instills trust and accomplishes the organization's mission. Expands job knowledge for greater understanding of own work and work of others. Exhibits own responsibility in completing job tasks. Exhibits proactive customer support to internal and external customers. Identifies roadblocks and initiates change. Understands the up and down-stream effects of inaccuracies or inefficiencies in own work. Troubleshoots and resolves issues. Effectively communicates outcomes. Uses technology to enhance processes and decision making.

Actions

Print

### Individual or Team Objective(s):

objective 1

### Comments

good

### Results Driven

Achieves specific performance requirements expected of the employee during the appraisal period, focusing on measurable results from the strategic plan, departmental objectives, or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. The performance requirements must contain measurable results and quality indicators. In addition to the quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate.

UNT System Non-Supervisor Performance Program

Review Status:

Overall Rating:

Evaluation Type:

Program Timeframe:

Last Updated: Jan

Last Completed: Jan

Acknowledges Evaluation

Acknowledges Evaluation

Employee Acknowledges Evaluation

Decision: Acknowledges Evaluation

Task Owner: Jayne Colavecchia

Completed On: PM

Comments: No

Employee Acknowledges Evaluation



## Appendix



## Features of Performance Module

- Supervisors can access performance review information for all direct reports in one location, including status of all evaluation steps.
- Second-level and higher managers (department heads, deans, VPs, etc.) can access review information for all employees within their organizational structure.
- Automatic notifications will be sent via email as program tasks open, become due, or are overdue.
- Progress notes and attachments can be easily stored within the system.



## Rating Structure

- Highly Accomplished – Performance consistently and significantly exceeds established objectives; achieves significant contributions well beyond normal job requirements. Performance at this level is unique and rarely attained.
- Exceeds Requirements – Performance exceeds established objectives on a regular basis; exhibits a degree of excellence in accomplishing individual and department goals beyond the normal job requirements.
- Proficient/Meets Requirements – Performance meets established objectives and fully completes normal job requirements.
- Developing/Needs Improvement – Performance of established objectives is inconsistent; meets some of the minimum requirements of the position, but needs to improve performance in other areas.
- Unsatisfactory - Performance of established objectives and/or behaviors is deficient; rarely meets established objectives and/or behaviors, consistently fails to meet normal job requirements.



## E-mail Notifications

- E-mail notifications will be sent for the following actions:
  - A program step opens for completion
  - A due date is within 7 days
  - A due date is today
  - A program step is overdue
- E-mails will include information on what steps are open and will provide a link to the system.
- System generated e-mails will only be sent to supervisors and employees. The system should send no more than one message per day.

Hello Melinda Lilly,

There are Performance Management action item(s) that need your attention within PeopleAdmin.

### Overdue Action Item - 3

The following item(s) are now overdue. Please complete overdue action item(s) as soon as possible.

- Supervisor Creates Plan (Due 02/13/2020)
- Supervisor Creates Plan (Due 02/13/2020)
- Supervisor Creates Plan (Due 02/13/2020)

[View your Action item in the UNT System Staff Evaluation Portal »](#)

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Please log into the Performance Management portal and complete your action items. Contact your Campus HR team if you have any questions.



## Contacts & Resources

- HR Compensation and Performance Management Team
  - System issues: log-in, employees not listed, navigation issues, re-open a task
  - Email: [Melinda.lilly@untsystem.edu](mailto:Melinda.lilly@untsystem.edu)
  - Phone: 940-369-6345
- UNT System HR Team
  - Performance concerns, goal setting, discussions about unsatisfactory ratings
  - Email: [hr@untsystem.edu](mailto:hr@untsystem.edu)
  - Phone: 214-571-2426
- Performance Management Web Page <https://hr.untsystem.edu/peopleadmin>