Quick Reference Guide FY 2024

UNT System Administration New Team Member Performance Evaluations

For Staff Employees starting between 12-1-23 and 2-29-24

PERFORMANCE EVALUATION PERIOD DEADLINES

<table>
<thead>
<tr>
<th>2024 Evaluation Period</th>
<th>12/1/2023-3/31/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervisor Creates Plan</td>
<td>Hire date to 3/31/2024</td>
</tr>
<tr>
<td>2. Employee Acknowledges Plan</td>
<td>By 3/31/2024</td>
</tr>
<tr>
<td>3. Supervisor Evaluation</td>
<td>By 5/31/2024</td>
</tr>
<tr>
<td>4. Supervisor Meets with Employee</td>
<td>By 5/31/2024</td>
</tr>
<tr>
<td>5. Employee Acknowledges Evaluation</td>
<td>By 5/31/2024</td>
</tr>
</tbody>
</table>

Step 1: Supervisor Creates Plan

- Supervisor and employee meet to discuss performance objectives, key results and targets suitable to a single quarter review.
- Conduct conversation regarding values and how values can be demonstrated in the employee’s daily work.
- Supervisor enters objectives, key results and targets into the plan. Supervisor can add optional Job-Specific example for values.

Step 2: Employee Acknowledges Plan

- Employee reviews and acknowledges objectives, key results, targets, and values.

Step 3: Supervisor Evaluation

- Evaluate the employee’s accomplishments/progress and provide a rating for each objective, key result and target; include comments.
- Evaluate how the employee has demonstrated values in their job and provide a rating for each value; include comments.

Step 4: Review Meeting

- Schedule time to meet and review the supervisor evaluation with the employee.
- Discuss future objectives, key results and values; revisit values and how they can be incorporated into the employee’s position; and develop a training or professional development plan (as appropriate).

Step 5: Employee Acknowledges Evaluation

- Employee acknowledges receipt of the evaluation.

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

For questions or assistance contact the UNT System Administration HR team:
- jennifer.turcios@untsystem.edu
- angela.bennett-engle@untsystem.edu