Quick Reference Guide FY2024

UNT System Annual Performance Evaluation

PERFORMANCE EVALUATION PERIOD DEADLINES

2024 Evaluation Period	4/1/23—3/31/24
Establish Objectives & Key Results	6/1/23— 7/15/23
Supervisor Approves OKRs and Conducts 1st Performance Check-In	By 7/15/23
2nd Performance Check-In	9/15/23— 10/15/23
3rd Performance Check-In	12/1/23—1/15/24
Self Evaluation	3/16/24—3/31/24
Supervisor Completes Evaluation	4/1/24— 5/31/24
Employee Acknowledges Evaluation	By 5/31/24

Step 1: Establish Objectives & Key Results

- Supervisor and employee meet to discuss objectives, key results and targets (OKRs).
- Employee enters OKRs into the system and submits to supervisor for acknowledgement.

Step 2: Supervisor Approves OKRs and Conducts 1st Performance Check-In

- Supervisor reviews and acknowledges OKRs and meets with employ-ee to review progress from 4-1-23 to present.

Step 3 and Step 4: 2nd and 3rd Performance Check-In

- Supervisor meets with employee to review progress toward OKRs.

NOTE: The system allows mangers 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.

Rev. 1/10/24—due date changed to 5/31/24

Step 5: Self Evaluation

- Employee completes the self evaluation by inputting comments for each OKR, selecting a self-rating and additional comments related to

Step 6: 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 com-ments for each OKR; selects overall performance rating.
- Supervisor meets with employee to provide feedback and discuss OKRs 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 7: Employee Acknowledges Evaluation

- Employee acknowledges receipt of review materials and score.

For questions or assistance contact the UNT System HR team:

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- (940)-369-5600
- For additional resources visit: https://hr.untsystem.edu/supervisor-resources/performance-management.php