

## UNT PERFORMANCE EVALUATION SCHEDULE FY23

	Start	Complete
Supervisor Reviews/Completes Plan	8/18/22	9/30/22
Employee Acknowledges Plan	Complete by 10/14/22	
Mid-Year Check in	11/1/22	11/30/22
Self Evaluation (optional)	3/15/23	3/31/23
Supervisor Evaluation	4/1/23	5/31/23
Supervisor Meets with Employee & Finalizes Rating	Complete by 5/31/23	
Employee Acknowledgment of Evaluation	Complete by 5/31/23	

### Step 1: Supervisor Reviews/Completes Plan

- ▶ Goals entered for individuals during the previous cycle automatically load into the current plan and can be edited as necessary. Supervisors will need to enter performance goals for any new employees and the employee will need to acknowledge. Job duties should be reviewed and updated as necessary. Goals and job duties are equally weighted (50/50)

### Step 2: Employee Acknowledges Plan

- ▶ The employee reviews and acknowledges the plan information entered by the supervisor.

### Step 3: Mid Year Check In

- ▶ Supervisor meets with staff member to review progress toward goals and job duties. Enter comments. Utilize the Progress Notes feature to capture additional comments and to add performance related attachments. Click Acknowledge to complete.

### Key System Features

**Co-Reviewer** - Utilize the co-reviewer function to provide full access to another reviewer. Co-Reviewer mirrors the supervisor view and functionality.

**Multi-Rater** - Use this function to invite general feedback from other UNT System Enterprise employees (customers, peers, etc.) on the employee's performance.

# UNT Quick Reference Guide

## FY2023 Staff Annual Performance Evaluation

### Performance Period:

April 1, 2022 through March 31, 2023

### Step 4: Self Evaluation (optional step)

- ▶ Employee rates self on goals and job duties. The supervisor will inform their staff if they require a self evaluation. System generated overdue notices may be disregarded if the supervisor does not require the self-evaluation.

### Step 5: Supervisor Evaluation

- ▶ Supervisor rates employee performance based on goals and job duties previously established. The supervisor will also establish and enter goals for the next evaluation period.

### Step 6: Supervisor Meets with Employee & Finalizes Rating

- ▶ Review the document and ratings and confirm the resulting score. Revisions may be made as necessary. Meet with employee. Once the review meeting is held, acknowledge the score.

### Step 7: Employee Acknowledgement

- ▶ Employee reviews evaluation, next year's goals and acknowledges receipt.

Applies to UNT Staff who started on or before 3/1/2023

Note: If 1-1.4 is the rating being considered for an employee, please contact your HRBP to discuss prior to completing the employee meeting.

For questions or assistance contact the UNT HR team:

- HRAdministration@untsystem.edu
- (940) 565-2281

To reference additional resources visit:

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