The following procedures outline the classification, details, and process for preparing and conducting mid-year employee feedback discussions with the University of North Texas.

I. Preparing the Review:
   a. Supervisor will fill in employee details:
      i. Employee Last Name
      ii. First Name
      iii. Employee ID
      iv. Department
      v. Date of Review
   b. Supervisor will rank each area of employee performance with either a 1, 2, or 3.
      i. 1 – Does NOT Meet Expectations
      ii. 2 – Meets Expectations
      iii. 3 – Exceeds Expectations
      iv. “Goal Accomplishment” typically used for supervisors and above, may be used for high functioning employees as well.
      v. “Leadership” only to be used when reviewing supervisors and above.
   c. Supervisor may include “Comments” for each area of employee performance.
      i. Any area of employee performance ranked with a “1-Does NOT Meet Expectations” requires additional supervisor comments.
   d. Under “Recommended Improvements,” supervisor may document any additional recommendations employee can perform to improve
e. Under “Training Opportunities,” supervisor may document any available training sessions, classes, etc. the employee can take in order to improve performance and/or further their development.

II. Conducting the Review:
   a. Supervisor and employee will meet to review each performance category including any additional comments, recommended improvements, and training opportunities.
   b. Meeting to review may be conducted as soon as October 1 and no later than November 15.
   c. Under “Employee Comments,” employee may document any additional comments pertaining to the review.
   d. Employee signs and dates the form as an acknowledgement of receipt and understanding.
   e. Supervisor signs and dates the form.
   f. Employee is provided a copy of the signed form.
   g. Original copy of the form is stored in the employee’s departmental files.