Quick Reference Guide
UNT Dallas Annual Performance Evaluations

**PERFORMANCE EVALUATION PERIOD DEADLINES**

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Evaluation Period</td>
<td>June 1 - September 21</td>
</tr>
<tr>
<td>Self-Evaluations Completed by Employees</td>
<td>no later than June 15</td>
</tr>
<tr>
<td>Final Evaluations Completed by Supervisors</td>
<td>by July 13</td>
</tr>
<tr>
<td>Evaluations Reviewed by 2nd Level Supervisors</td>
<td>by August 17</td>
</tr>
<tr>
<td>Review Meetings &amp; Signature Process</td>
<td>August - September 14</td>
</tr>
<tr>
<td>Signed Evaluations Routed to Human Resources</td>
<td>by September 21</td>
</tr>
</tbody>
</table>

**Step 1: Preparation Meeting**
- Manager and employee meet to discuss performance goals to be included in the evaluation. This includes current and future goals.
- Set a deadline for completion of the self-evaluation.
- Provide the employee with a blank electronic version of the form.

**Step 2: Self-Evaluation**
- Employee completes the evaluation form by inputting performance goals, self-rating and comments.
- Employee sends completed self-evaluation form to manager.

**Step 3: Final Evaluation**
- Manager reviews the employee’s self-evaluation.
- Evaluate the employee’s accomplishments/progress and provide a rating for each goal; include comments.
- Electronically sign as the direct supervisor and route the final evaluation to the second-level supervisor for review.

**NOTE:** If performance goals need to be edited, discuss and route back to the employee prior to inputting a rating.

**Step 4: Second Level Review & Signature**
- Second level supervisor reviews, signs electronically and routes evaluation form to hr@untdallas.edu. Please include “2018 Performance Review” in your subject line.
- Human Resources routes evaluation back to the direct supervisor.

**Step 5: Review Meeting**
- Meet with your employee to discuss the performance review; including goals, expectations, objectives for next year, and overall rating.
- Develop a training or professional development plan (as appropriate).

**NOTE:** This meeting should only occur after the second-level supervisor has reviewed and signed the final evaluation.

**Step 6: Final Signatures**
- Provide an electronic copy of the final evaluation to the employee and ask them to electronically sign and route back to you.
- Route the electronic evaluation file and any attachments to hrecords@untsystem.edu for filing.

For questions or assistance contact the UNT Dallas Campus HR team:

Gary.Finney@untsystem.edu (972) 338-1411
Sherelle.Shaw@untsystem.edu (972) 338-1413