UNT | HEALTH SCIENCE CENTER

2019 Performance Evaluation FAQs

What is the timeline for completing performance evaluations?

- **June 17-18**: Supervisor Preview Period (supervisors only)
  - Confirm that the list of your direct reports accurately reflects your organizational unit
    - Staff instructions.
  - Assign additional faculty evaluation roles for faculty members as needed
    - Faculty roles.
- **June 19**: Launch of online application
- **June 19-August 2**: Supervisors set internal deadlines to ensure all submissions are finalized before August 2
- **August 2**: Evaluations complete/submitted through the online application

What is the link to access the evaluation app?

- https://apps.unthsc.edu/ef/

What period of time should the evaluation cover?

- This current fiscal year so far - from 9/1/2018 to present.

I'm a new employee. Do I need an evaluation?

- Yes, if you were hired before March 1, 2019.

How do I make sure my objectives are linked to the See 2020 Strategic Roadmap?

- Think about where your role fits on the See 2020 Strategic Roadmap and set S.M.A.R.T. goals (e.g. goals that are specific, measurable, attainable, relevant, and time-bound) that align. What can you do to move the needle toward achieving the goals of the university?

How will we use the evaluations?

- Performance check-ins throughout the upcoming year
- More targeted coaching sessions
- Setting goals for employees and teams that are in alignment with the See 2020 Strategic Roadmap
- Identifying areas of strength and opportunities for growth

Will I be able to discuss my evaluation with my supervisor?

- Yes, this is a collaborative process. Edits can be made, as needed. However, your supervisor is responsible for evaluating your performance over the past year, and sometimes your perception of performance may be different than your supervisor's. If your supervisor assesses your performance differently, use this as an opportunity to better understand opportunities for growth and how you can improve. If there are inaccuracies in the evaluation, be prepared to provide additional information to support your position.

How can I learn more?

- Ask your supervisor what their expectations are related to the timeline for conducting evaluations in your area.
- Sign up for training. Four sessions are being offered, depending on your role:
    - Wednesday, 6/12
        - New user/refresher for faculty and staff
        - 1:30 to 2:15 pm
        - LIB 110

        - Staff Manager training
        - 2:30 to 3:30 pm
        - LIB 110

    - Thursday, 6/13
        - New user/refresher for faculty and staff
        - 9:30 to 10:15 am
        - LIB 110

        - Staff Manager training
        - 10:30 to 11:30 am
        - LIB 110
- Online training resources through www.Lynda.com
    - Delivering Employee Feedback
    - Effective Listening
    - Giving and Receiving Feedback
    - Interpersonal Communication
    - Managing High Performers
    - Having Difficult Conversations

How can supervisors incorporate Gallup results into the performance conversation?

- Develop individual and team goals based on results to improve engagement.
- Identify one area for the team to focus on improving.

6/10/2019