



Before the Quarterly Check-in Conversation

- Document your progress in Performance Notes throughout the quarter
- Reflect on your performance from the past quarter
 - Job roles/responsibilities
 - Work related behaviors
 - Performance notes from the previous quarter including accomplishments and areas you are working to strengthen or improve
- You will receive a reminder email 30 days prior to the due date for the Check-in with your supervisor
 - Communicate with your supervisor to schedule the day/time for this in-person Check-in
 - Complete your Self-Assessment in UF Engaged in the myUFL system (optional, but encouraged) and inform your supervisor that you are providing this information



During the Quarterly Check-in Conversation

- Begin with an open mind and be prepared to hear both positive and constructive feedback about your performance
- Engage with your supervisor in the conversation including:
 - Your progress and successes
 - Areas to develop/improve
 - Goals/growth opportunities for the next quarter
- Keep the focus on dialogue and building understanding
 - Ask specific questions to clarify
 - Listen to understand, not to respond/defend
 - Aim for a balance of talking in the conversation (both parties contribute equally)
 - Be open to another point of view
 - Manage your emotions and stay in tune with theirs (ask for a break if you need it)
 - Be honest about what you need to be most successful



After the Conversation

- Your supervisor will inform you when the Quarterly Check-in has been submitted and is available for you to view in UF Engaged
- Communicate with and update your supervisor as you make progress throughout the new quarter
- Keep track of progress (successes and setbacks); reflect on growth over time
- Document Performance Notes throughout the quarter
- Ask for resources, support, or guidance along the way as needed