UF ENGAGED
CLEAR | TIMELY | MEANINGFUL

Before the Conversation
UF ENGAGED CHECKLIST

	Receive a reminder email about an upcoming Check-in for all of your supervised employees. Repeat the following process for each.
	Schedule a protected day/time for the Check-in with the employee.
	Confirm that the employee will submit their self-assessment before the in-person meeting.
	Review expectations and performance from the previous six month period, including the employee's self-assessment, job roles, responsibilities, work-related behaviors, and performance notes.
	Draft the Check-In through UF Engaged in the myUFL system.