

	Receive a reminder email about an upcoming Check-in for your supervised employee 30 days prior to the due date.
	Schedule a protected day/time for the Check-in with the employee.
	Confirm if the employee will submit a self-assessment before the in-person meeting.
	Review expectations and performance from the last quarter, including the employee's self-assessment (if available), job roles, responsibilities, work-related behaviors, and performance notes.
	Draft the Check-In through UF Engaged in the myUFL system.