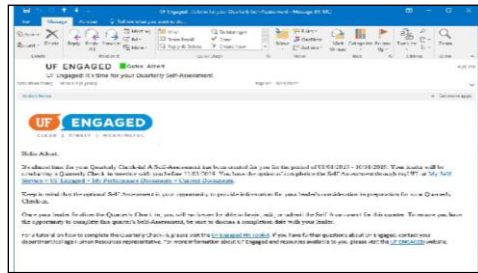


## EMPLOYEE SELF-ASSESSMENT

The following instructions will walk you through how to complete an Employee Self-Assessment.

Staff employees will receive an email 30 days prior to the end of each quarter notifying them that a Self-Assessment has been created for them. Links embedded in the email provide instruction and additional resources.



## NAVIGATION

Login into myUFL and navigate to:

**Nav Bar > Main Menu > My Self Service > UF Engaged > Performance Documents > Current Documents**

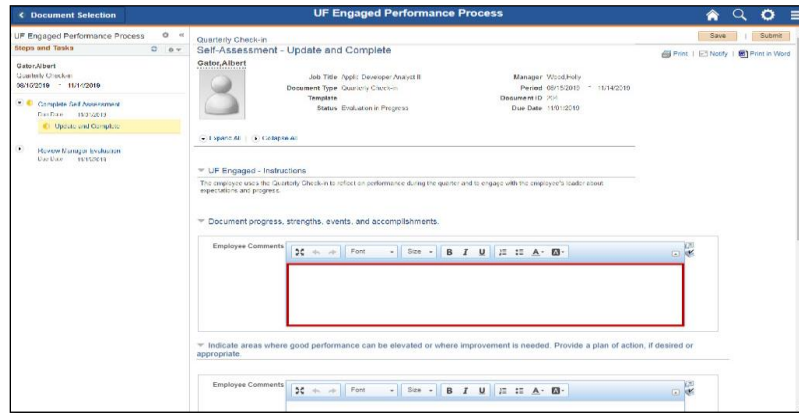
1. To complete your Self-Assessment, click on the **Quarterly Check-in** link.

**NOTE:** The due date for your Self-Assessment is 14 days prior to the end of the quarter. Best practice is to complete your Self-Assessment by the date listed under **Next Due Date** to allow your supervisor time to consider your input as they complete your Quarterly Check-in.

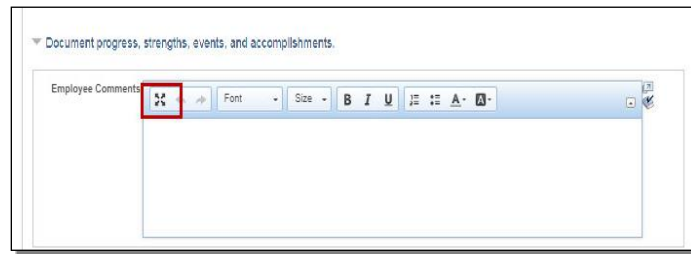
The screenshot shows the 'Performance Documents' page for 'Gator, Albert'. It lists current performance documents. Below the header, there is a table with the following data:

Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
12345678	Quarterly Check-in	Evaluation in Progress	08/15/2019	11/14/2019	Applic Developer Analyst III	11/01/2019	Wood, Holly

2. The Self-Assessment provides you with three text entry fields you may complete.

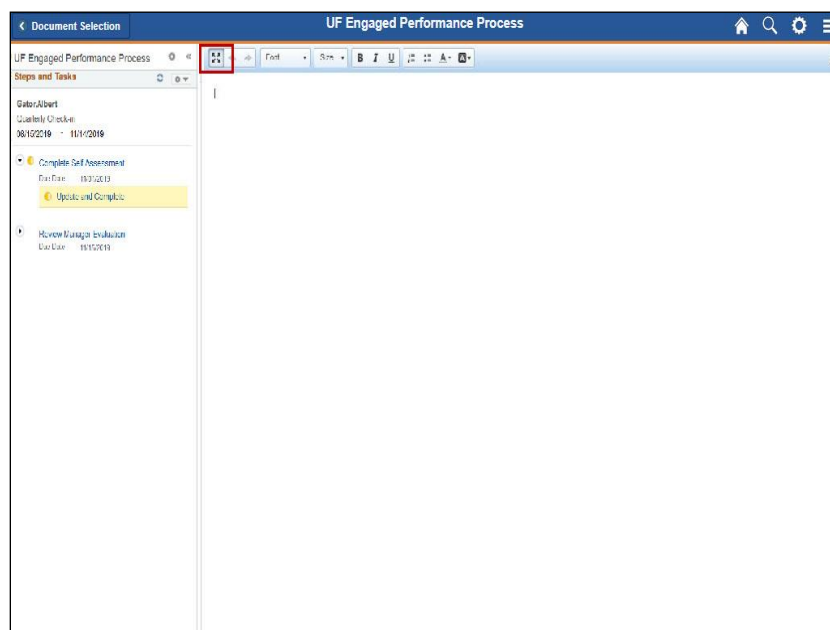


3. If you would like more text entry space, clicking on the the **Expand** button will pop out the text entry field.

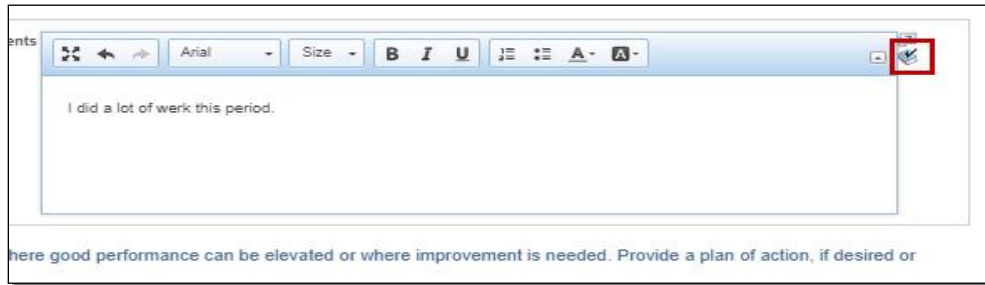


4. This interface will allow you to enter text in the text entry field. Clicking on the **Expand** button again will return you to the Check-in page.

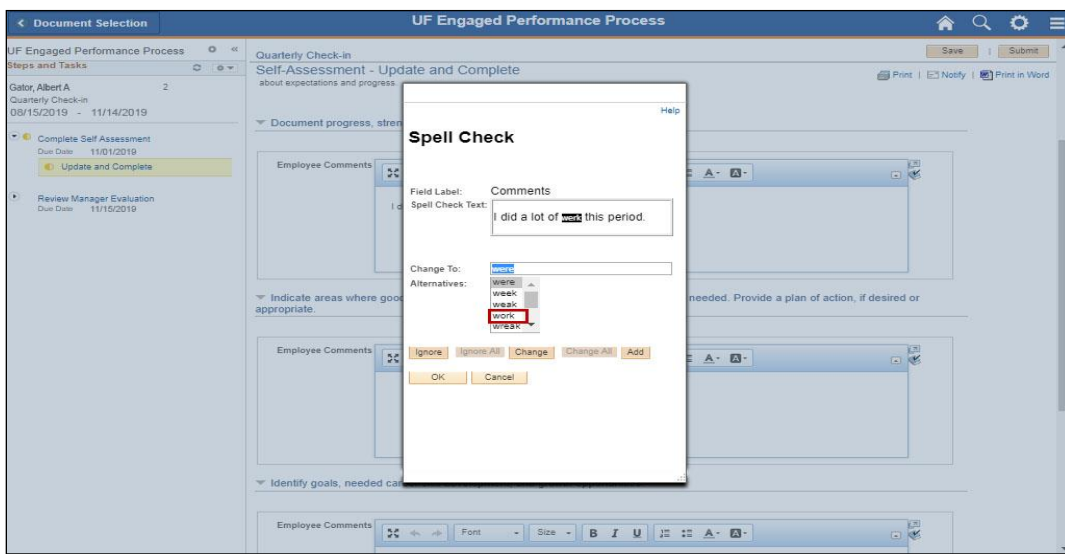
**NOTE:** You can customize the text using the other buttons above, such as Bold, Italicize, and Underline.



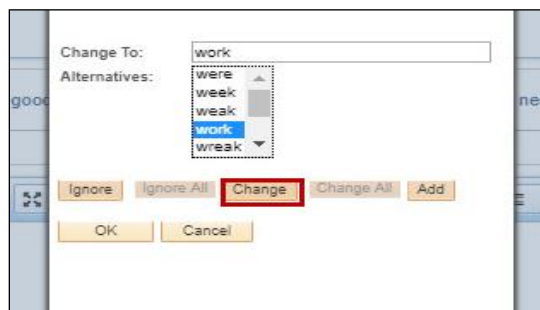
5. Click the **Spell Check** icon. This icon is available on all text entry fields in the Self-Assessment. For this example, misspelled placeholder text has been entered into the first text entry field so that the Spell Check function can be demonstrated.



6. If there are any misspelled words, the Spell Check function will provide you with alternatives. In this case, you would click the word **work**.



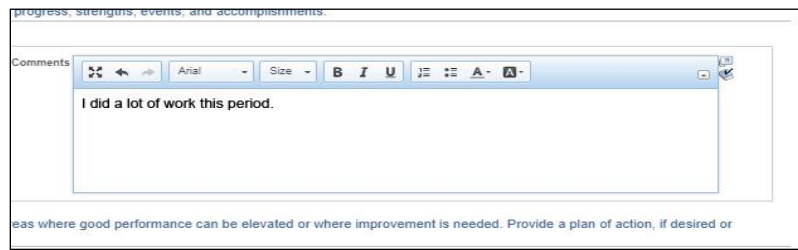
7. Click the **Change** button.



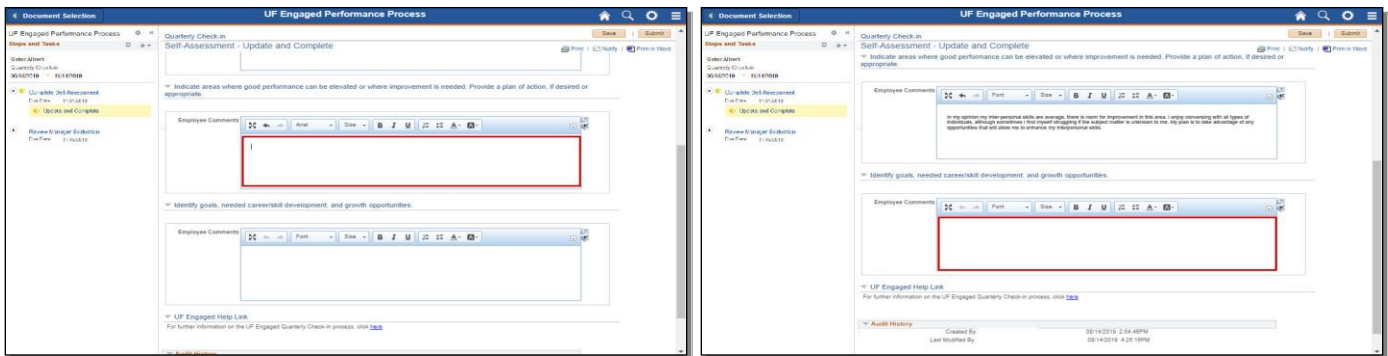
8. Click the **OK** button.



9. Note that the spelling of “work” has been corrected.



10. Next, scroll down and fill out the second and third **text entry fields**.

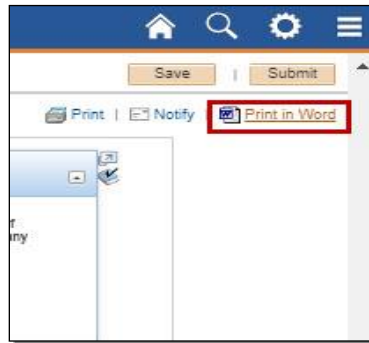


11. At any point while filling out your Self-Assessment, you can save your progress by clicking the **Save** button. If you save your progress, you can exit the page and return to add more information later. Click the **Save** button to continue.

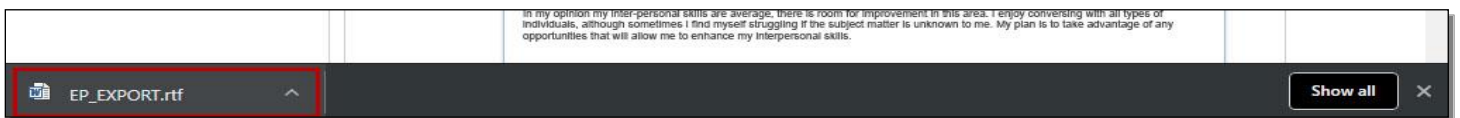


12. Once you have saved your Self-Assessment, you can **Print in Word**. This function creates a Word Document version of your Self-Assessment. Click **Print in Word**.

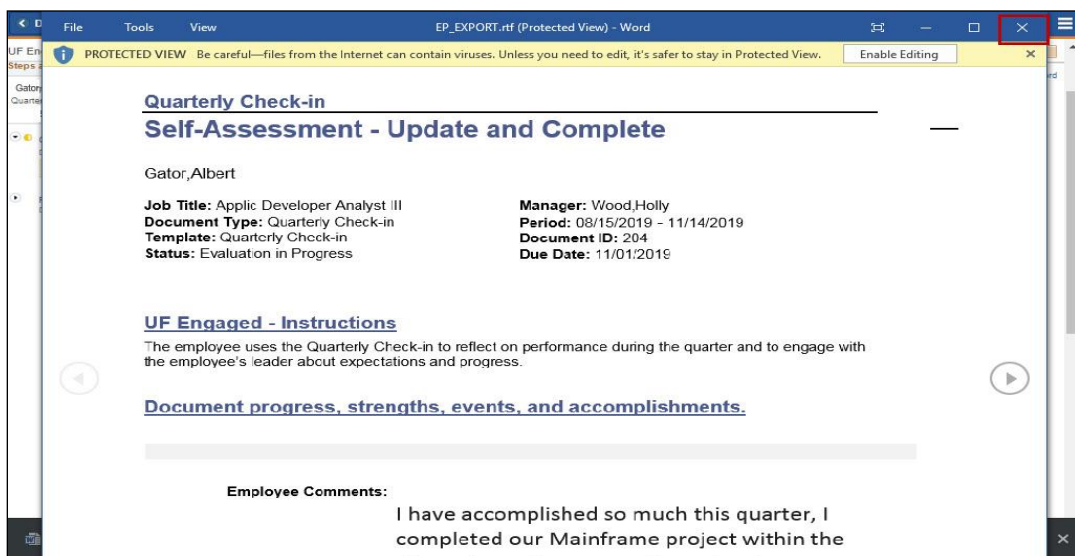
**NOTE:** Depending on your browser of choice, the steps to download a file may vary. This guide demonstrates how to download and open a file using Chrome.



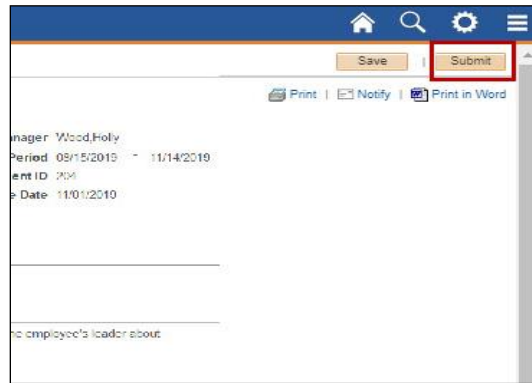
13. Click the **downloaded file** to open it.



14. This document can be saved for your records. Click the **Close** icon to continue.



15. Once you have finalized your Self-Assessment, click the **Submit** button.



16. Once you **Confirm**, your supervisor will be able to see your Self-Assessment. Click the **Confirm** button.



17. You have successfully completed your Self-Assessment. Once your supervisor has completed the Quarterly Check-in, you will be able to review the full document, including their comments.

