## EMPLOYEE SELF-ASSESSMENT

The following instructions will walk you through how to complete an Employee Self-Assessment. The Employee Self-Assessment will be offered at various times during your probationary period and semi-annually after probation has been completed.

You will receive an email notifying you of the deadline for final completion of the UF Engaged Check-in. You should contact your supervisors to determine the deadline for completing your self-assessment, which your supervisor will want to review before completing their part of the check-in. Links embedded in the email provide instruction and additional resources.
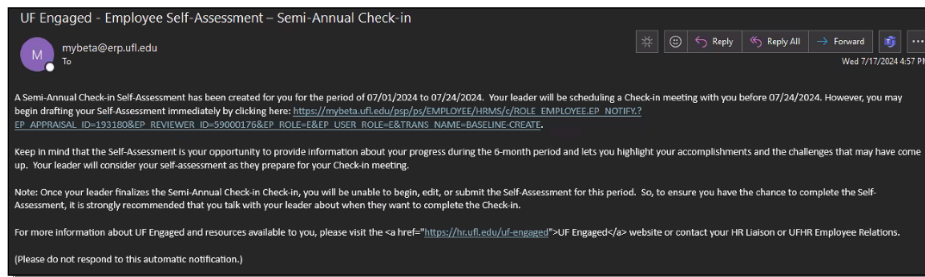
NAVIGATION

Login into myUFL and navigate to:

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

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

   NOTE: Best practice for probationary check-ins is to complete your Self-Assessment approximately two weeks before the **Next Due Date** to allow your supervisor time to consider your input as they complete your Check-in. Completion dates for Semi-Annual Self-Assessments should be based on direction from your supervisor as those reviews are open for a longer period of time and may be scheduled at any time in a two-month window.

2. The Self-Assessment provides you with four text entry fields you may complete.
    NOTE: Best practice is to click the **Save** button often when working in UF Engaged. UF Engaged does <u>not</u> automatically save your work for you. You do not want to find that your work is lost due to not saving. For this reason, some people find it helpful to type their Self-Assessments in Word, and then copy the text over into the UF Engaged Check-In.
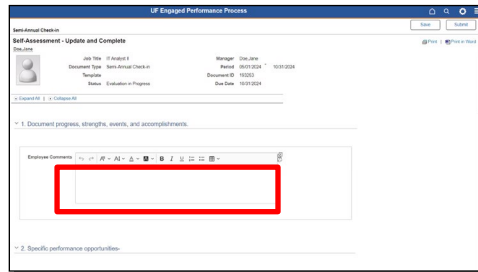

3. Click the **Spell Check** icon. This icon is available on all text entry fields in the Self-Assessment. For this example, misspelled placeholder text has been entered into the first text entry field so that the Spell Check function can be demonstrated.
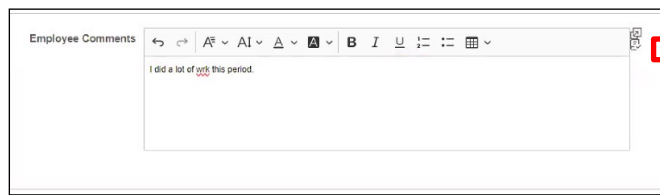
4. If there are any misspelled words, the Spell Check function will provide you with alternatives. In this case, you would click the word **work**.
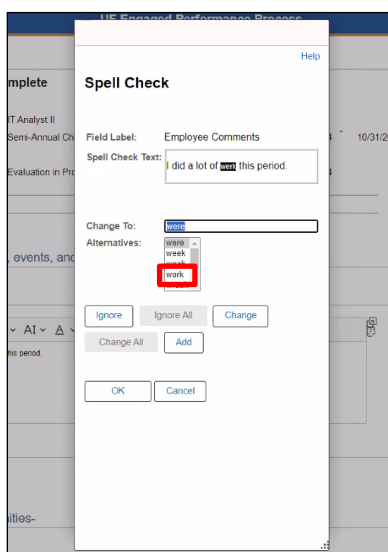
5.   Click the **Change** button.
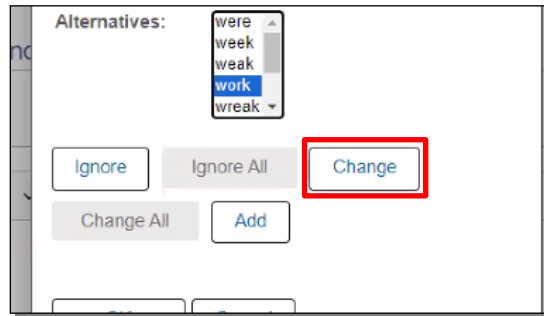
6.   Click the **OK** button.

7.   Note that the spelling of "work" has been corrected. Next, scroll down and fill out the remaining text entry fields. 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.
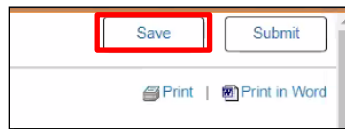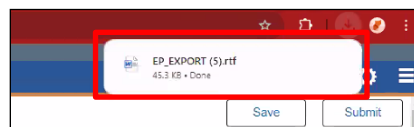

8.   Once you have saved your Self-Assessment, you can **Print in Word**. This function creates a Word Document version of your Self-Assessment. Click **Print in Word**.
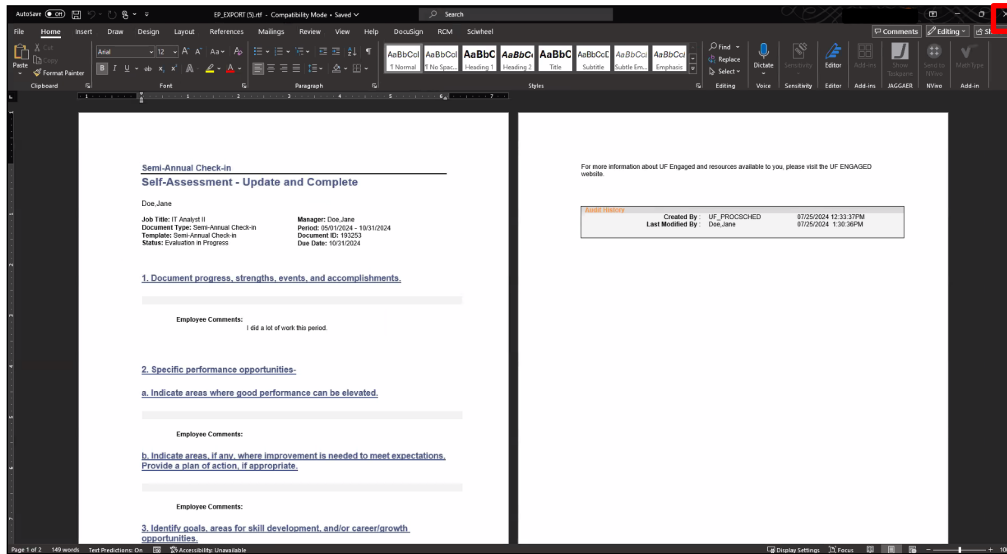
     NOTE: Depending on your browser of choice, the steps to download a file may vary. This guide demonstrates how to download and open a file using Chrome.

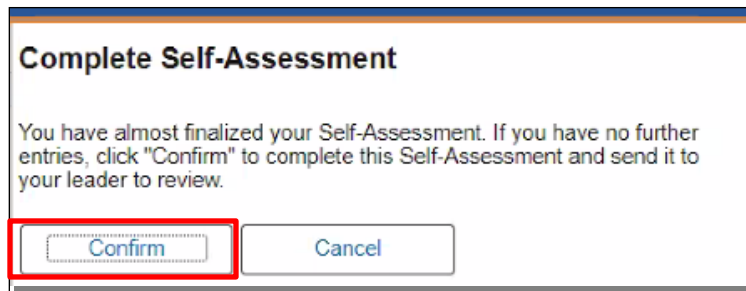9.   Click the **downloaded file** to open it.

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

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

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

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