

### What happens if I don't submit the Check-in before the deadline?

If you miss the deadline, the Check-in document expires. You'll need to wait for the next cycle to submit a new one. However, it's essential to meet with the employee and discuss, and if necessary, work with your Employee Relations Specialist to document.

### Is UF Engaged mandatory? What if leaders do not choose to implement this new process?

UF Engaged is not optional and is the official method of documenting staff employee performance at the University of Florida. If you are a manager, you should complete semiannual check-ins with all your employees. Even those areas that have created supplemental employee review processes are expected to use UF Engaged.

### Is there a dual approval process for Check-ins? Can a second level-leader review/sign off on the Check-ins?

A dual approval process is not an available function. Just as this process encourages continuous interaction between leaders and employees, we encourage upper-level administrators to communicate with their management team regarding the expectations and specific issues they may want addressed with employees that report to them. Feedback from upper management is encouraged when completing a Check-in.

### What happens when employees have multiple supervisors?

Ultimately, the supervisor indicated as the leader responsible for the employee in the myUFL system will be the individual completing the Check-ins. Obtaining input from both parties is still recommended.

### If I am a supervisor, can I enter Performance Notes for my own performance?

Yes; if you are a staff employee with leadership responsibilities, you will be able to enter personal notes related to your own performance through Self-Service, and notes for your employees in Manager Self-Service.

### Am I able to view my direct reports' Performance Notes?

No, Performance Notes are only accessible to the user who entered the information. Employees are the only individuals that can read their own performance notes. The supervisor is the only person that would have access to notes they entered regarding their direct reports.