

## Quarterly Check-ins

### What if I miss the Check-in Deadline?

If you don't submit your Check-in before the due date, it will expire, and the next biannual period will begin. However, you should still meet and discuss your performance with your supervisor. If there's anything that needs to be recorded, you can work with your Employee Relations Specialist to document.

### Understanding Check-ins

Check-ins are biannual discussions between employees and leaders designed to provide clear and timely feedback on the employee's performance and growth.

### Completing Check-ins

Check-ins can be completed on any electronic device. If access is limited, please work with your department's Human Resources representative.

### Exempt and Non-Exempt Employees

Both exempt and non-exempt employees use the same template format for Quarterly Check-ins.

### Privacy of Check-ins

Leaders can view Check-ins for their direct reports. College/Division HR Liaisons and department HR representatives can access Historical Check-ins.

### Customizing Check-ins

The verbiage on the Check-in template cannot be adjusted. Leaders have discretion in focusing their comments on specific or broad topics.

### Tracking Check-in Completion.

Administrators at the college/department level can track and generate reports to encourage engagement.

### Frequency of Check-ins

UF Engaged encourages ongoing communication, allowing more frequent check-ins based on employee needs.

### Check-in Notifications

Employees do not receive email notifications regarding the completion or submission of their Check-ins.

### Supervisor on Leave and Check-in

If a supervisor is on leave and can't complete the Check-in, employees are encouraged to complete their Self-Assessment and then contact their department's Human Resources Representative to inquire about the manager's portion of the Check-in.

### Review of Check-ins for Job Applications

Supervisor feedback from Check-ins can be reviewed by other UF hiring managers for job applications. Contact UF Human Resources Recruiter for access to past Check-ins.

### How to Access Check-ins?

All Check-ins are accessible in UF Engaged through Employee Self-Service. [Find guidance on accessing the Check-ins](#)

### Visibility of Check-in Content

Employees can view the content in Check-ins once their leader completes and submits them.

### Adding Comments to Check-ins

Employees cannot add comments to a submitted Check-in within myUFL. Additional comments can be documented in a separate file in the employee's official personnel record with the University.

## Performance Notes

### What Are Performance Notes?

Performance Notes in UF Engaged allow leaders and employees to track performance-related events. Use them as a resource when preparing for Check-ins. Notes are only accessible to the user who entered them.

### Privacy of Performance Notes

Performance Notes are not public records subject to Florida's Sunshine Law if they haven't been shared with others.

### Printing Performance Notes

Performance Notes do not have a print option. Users can right-click print or copy the content into an email or Word document, but it's not recommended to print them from the system.

## Technical Questions

### Missing Email Notification for Check-in

If you didn't receive an email notification for your Check-in, check your junk mail and deleted items folders. If it's not there, verify your business email in myUFL and contact your departmental IT support if needed.

### Lost Content After an Error

The UF Engaged system is limited by myUFL and may time out due to inactivity, resulting in lost content. Always hit "Save" before stepping away from your computer.

### Supervisor Notifications for Self-Assessment

Supervisors do not receive email notifications when a Self-Assessment is completed. It's best practice for the employee to notify their supervisor after submission.

## General

### Self-Assessment Completion and Discipline

Self-Assessments are expected, but not subject to discipline. However, departments encourage participation in the Check-in through the employee Self-Assessment.

### Editing Self-Assessment

Once an employee submits their Self-Assessment, they cannot edit it. However, they can edit it if it's only saved, not submitted.

### Providing Feedback to Leaders

While UF Engaged doesn't include 360-performance evaluations, employees can provide self-assessments but not manager assessments.

### Understanding Review Outcomes

Check-ins aim to facilitate open discussions about performance, accomplishments, growth opportunities, and goals. The goal is to have a productive conversation about performance and growth.