

Is UF Engaged mandatory?

UF Engaged is not optional and is the official method of documenting staff employee performance at the University of Florida. Managers are expected to complete semi-annual check-ins with all employees, as well as the probationary check-ins with new hires. Even those areas that have created supplemental employee review processes are expected to use UF Engaged.

Understanding Check-ins – What are they and when do they happen?

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

- Probationary Check-ins happen at months 3 & 6 (as well as months 9 & 12 if the probationary period has been extended).
- All other staff received Check-ins on a semi-annual basis – once in the Fall and once in the Spring.
- Fall Check-ins are open for completion between September 1 and October 31; Spring Check-ins are open for completion between March 1 and April 30.

When will I receive notifications?

At the beginning of each semi-annual period, employees receive an email letting them know their self-assessment is open and available for completion. At the same time, each manager will receive an email that lists all their employees that are due to have a Check-in during that cycle. Managers will receive one additional email 7 days before the end of the review period reminding them of any open Check-ins that still need to be completed before the deadline.

Is the manager notified when an employee submits a self-assessment?

Supervisors do not receive notification when an employee completes their Self-Assessment; therefore, it is a best practice for the employee and manager to communicate about deadlines and when the self-assessment needs to be submitted.

How do I access Check-ins?

All Check-ins are accessible in UF Engaged through Employee Self-Service for employees and Manager Self-Serve for direct reports. [Find guidance on accessing the Self-Assessment Check-in](#) and [Accessing Check-ins for Leaders](#)

Does the system automatically save?

The UF Engaged system is limited by myUFL and may time out due to inactivity, resulting in lost content. **Always hit "save" often** and certainly before stepping away from your computer. Another option is to draft the Check-in on Microsoft Word first and copy the text into the Check-in as a safer method. If you do this, make sure your formatting allows all text to be readable in the final version (meaning no text gets cut off in the margins, etc.).

How do I edit Check-ins?

For employees and supervisors, the Check-in can be edited at any time when it has only been saved. It is not editable after it has been submitted.

Who can view Check-ins?

All employees can see their own Check-ins once they have been submitted by their leaders. Managers can see all “in progress” and completed Check-ins for their direct reports. Higher-level leaders can see completed Check-ins for their direct and in-direct reports. [Find guidance on viewing documents](#). College/Division HR Liaisons can access all completed Check-ins for their units.

In addition, UF hiring managers may request copies of past UF Engaged Check-ins for job applicants. Managers should work through their HR Liaisons/representatives for copies, which can be requested from UFHR Employee Relations at UFEngaged@hr.ufl.edu

A supervisor is on leave – What happens to the Check-in?

If a supervisor is on leave and cannot complete the Check-in, the college/division HR Liaison can temporarily move the review to another leader. The employee should still complete their self-assessment as usual.

What happens when an employee has multiple supervisors?

The supervisor identified in the myUFL system will be the individual responsible for completing the Check-ins. Obtaining input from other supervisors is recommended and should be noted in the Check-in.

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 about 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.

Can I add comments after I have submitted a Check-in?

Once a Check-in has been submitted, additional comments or changes cannot be made within the UF Engaged system. If an employee wants to add comments or a rebuttal to a completed Check-in, they may submit a separate file to UFHR Employee Relations, and Employee Relations can upload the document to the employee's official personnel record with the University.

What if I miss the Check-in deadline?

If you do not submit your self-assessment before your manager completes their review, the record will show "employee did not complete" in the self-assessment boxes. If you are a manager and you miss the deadline, the Check-in document expires. If there are performance concerns not addressed as a result, you will need to work with UFHR Employee Relations to identify alternatives to ensure the employee receives timely feedback.

Still have questions? Email: UFEngaged@hr.ufl.edu