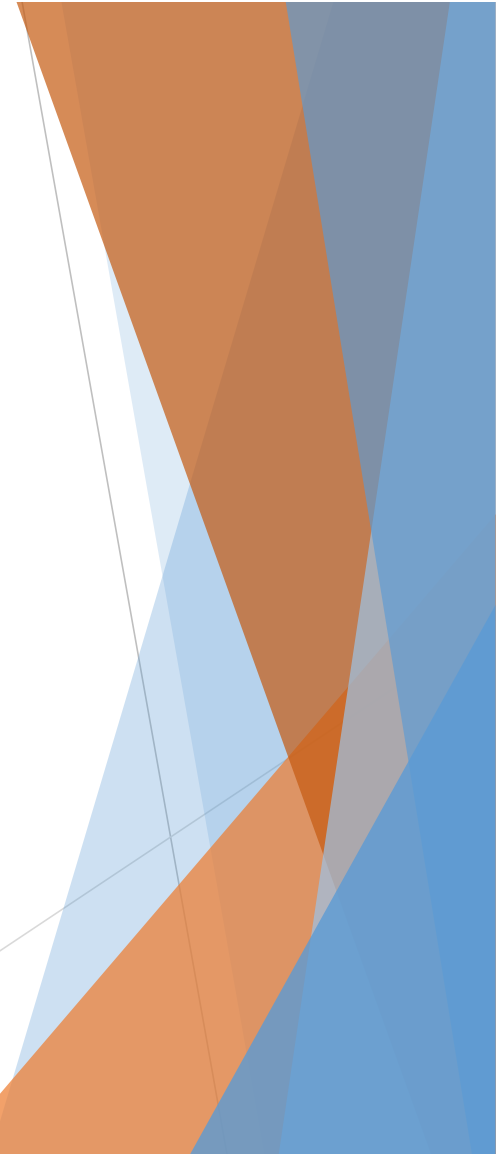




Staff Training

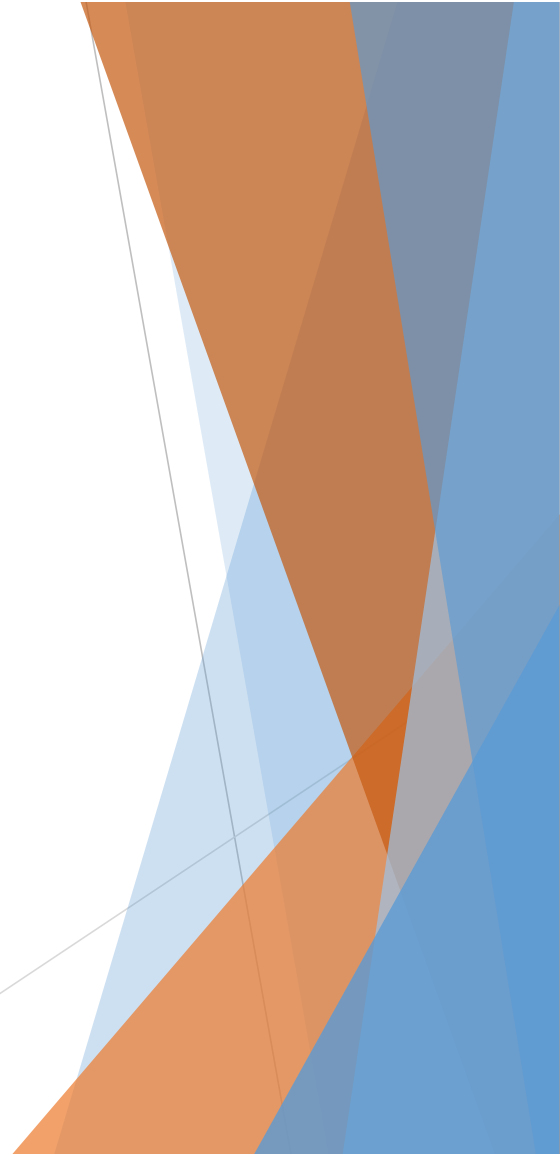
Agenda

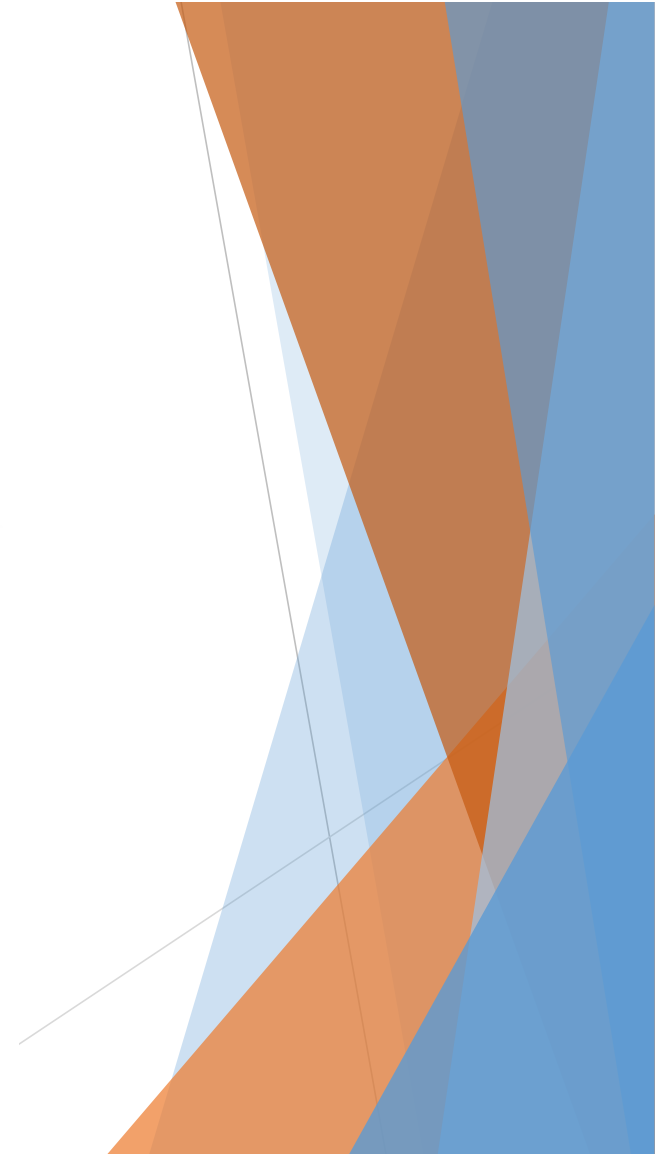
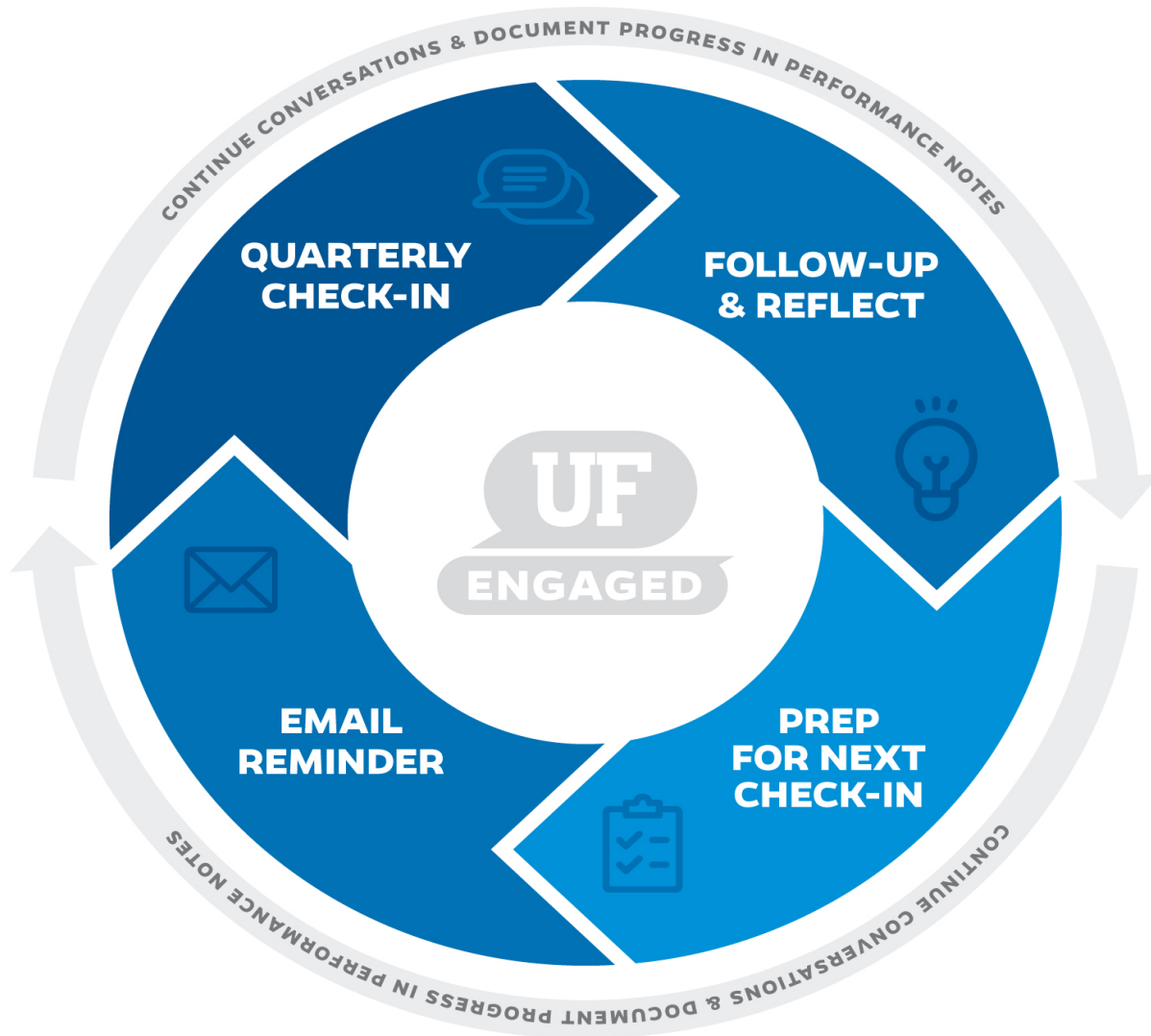
- ▶ UF Engaged Overview
- ▶ Performance Notes
- ▶ Document Types
- ▶ Format
- ▶ Self-Assessment
- ▶ Goals
- ▶ Resources



UF Engaged

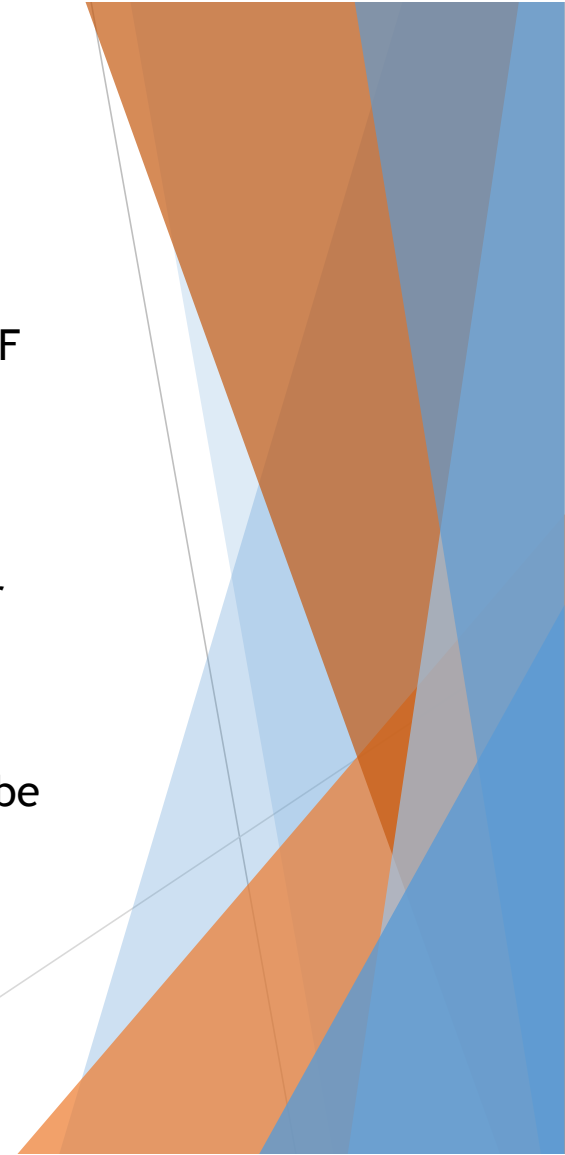
- ▶ Designed to support employee success through clear, timely, and meaningful feedback about performance.
- ▶ Supervisors & Staff will receive email notifications
- ▶ No rating levels/categories
- ▶ Spell Check Feature
- ▶ “Check Language” Feature
- ▶ Print to Word Feature





Performance Notes

- ▶ Performance Notes is a tool for leaders and employees within the UF Engaged system to keep personal notes and track events regarding performance.
- ▶ Performance Notes should be used as a resource when preparing for Quarterly Check-ins.
- ▶ The content of Performance Notes, and any attachments, will only be accessible to the user who entered the information.



Performance Note Examples

- ▶ Large projects that you have completed
- ▶ Descriptions of team projects that you participated on
- ▶ Positive conversations held between you and leaders, colleagues, and customers
- ▶ Accomplishments or awards that you have received

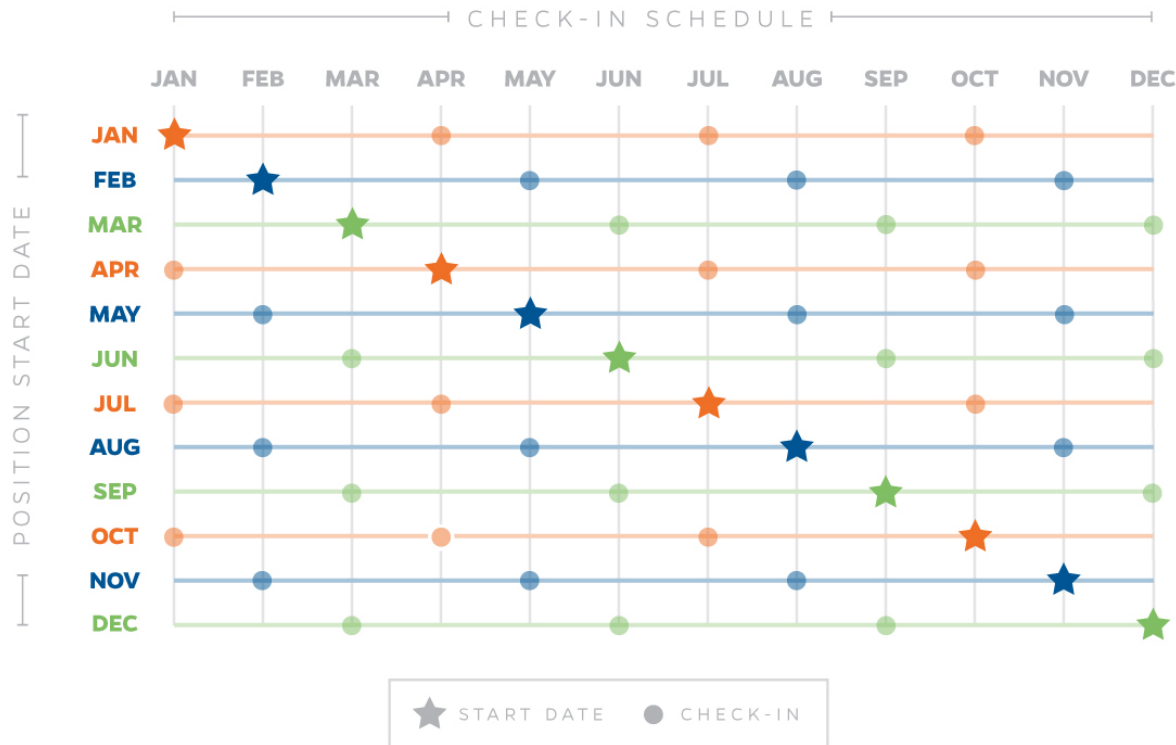


Current and Historical Document Types

- ▶ Document Types:
 - Mid-Point Probation Check-in
 - Six Month Probation Check-in
 - Extend 9MO Probation Check-in
 - Extend 12MO Probation Check-in
 - Quarterly Check-in
 - Special Performance Improvement Plan
- ▶ Document Status: Evaluation in Progress or Approval
- ▶ Historical Documents Status: Completed or Cancelled

UF Engaged Check In Schedule

- ▶ Based on employee anniversary date
- ▶ Available 30 days prior to due date



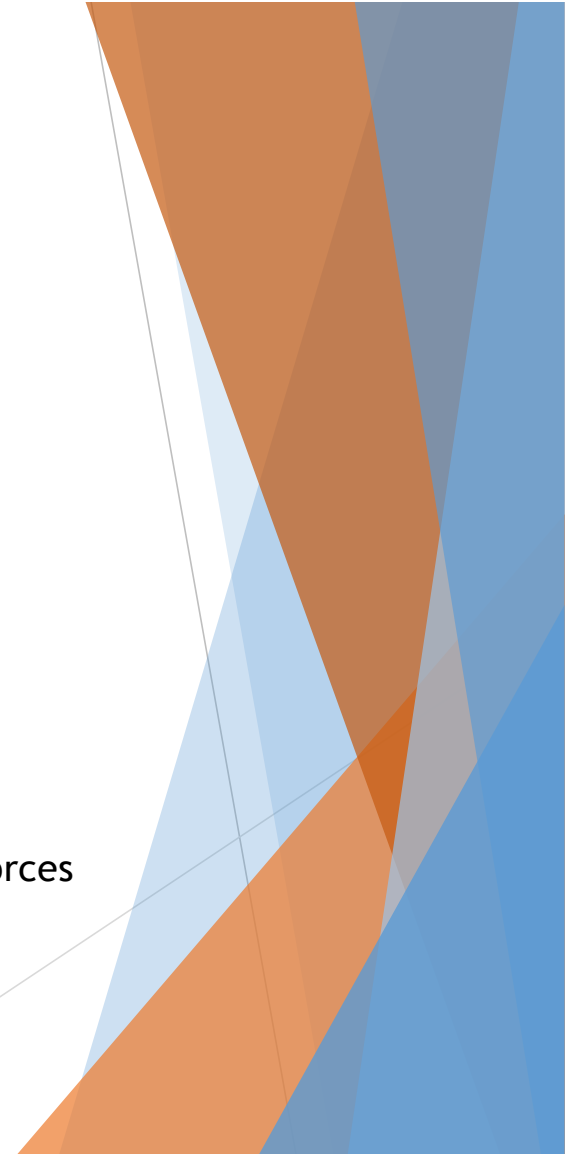
Self-Assessment

- ▶ **Include:**
 - ▶ Your progress and successes in the quarter
 - ▶ Areas to develop/improve for the next quarter
 - ▶ Goals/growth opportunities for the next quarter
- ▶ Email notification sent 30 days prior to the end of each quarter to complete Self-Assessment
 - ▶ Links embedded in the email provide instruction and additional resources.
- ▶ The due date for your Self-Assessment is 14 days prior to the end of the quarter.
- ▶ **Best Practice:** Let your supervisor know that you completed your Self-Assessment.

Self-Assessment:

Document progress, strengths, events, and accomplishments

- ▶ Recognize good performance
- ▶ Include progress toward goals
- ▶ Mention strengths exemplified by actions throughout the quarter
- ▶ Discuss events you were a part of or organized
- ▶ Review what was done and accomplished
- ▶ Describe recent education and training completed
- ▶ Include special assignments and projects as well as participation in task forces and committees
- ▶ Include outcomes and results with numerical data when applicable



Self-Assessment:

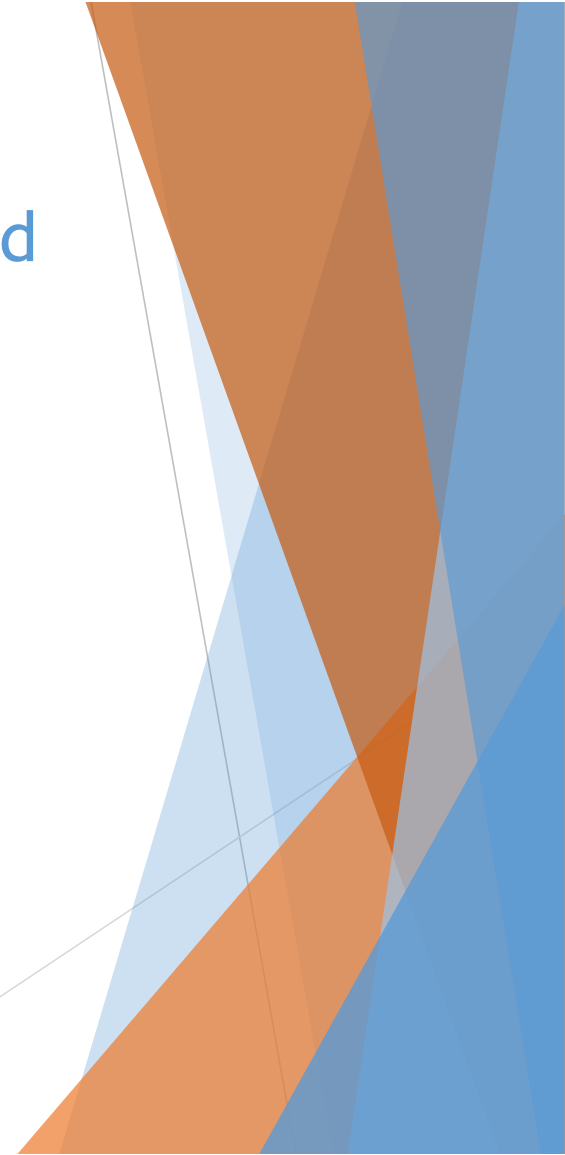
Indicate areas where good performance can be elevated or where improvement is needed

- ▶ Indicate areas in which potential development is possible
- ▶ Highlight techniques or processes where improvement is needed
- ▶ Note areas of overall performance that may be deficient



Self-Assessment: Identify goals, career/skill development, and growth opportunities

- ▶ Propose an action plan and/or resources to help improvement
- ▶ Discuss potential training and development resources
- ▶ Set reasonable goals to work toward during the next quarter (SMART Goals)
- ▶ Identify opportunities to focus on during the next quarter
- ▶ Ask for coaching or mentoring



Establishing Goals



- Should be distinct from daily or routine activities and job duties.

SMART Goal Criteria

Specific - Make them as specific as possible

Measurable - What will success look like?

Aggressive and Achievable - Give employees room to grow

Relevant - Make sure they focus on outcomes that matter most

Time-bound - When will progress be discussed?



MyUFL Navigation Paths-UF Engaged

- ▶ **Employee Self Assessment:** Nav Bar > Main Menu > My Self Service> UF Engaged>Performance Documents > Current Documents
- ▶ **Viewing Past Check In Documents:** Nav Bar > Main Menu > My Self Service> UF Engaged>Performance Documents > Historical Documents
- ▶ **Performance Notes:** Nav Bar > Main Menu > My Self Service> UF Engaged>Performance Documents > Performance Notes

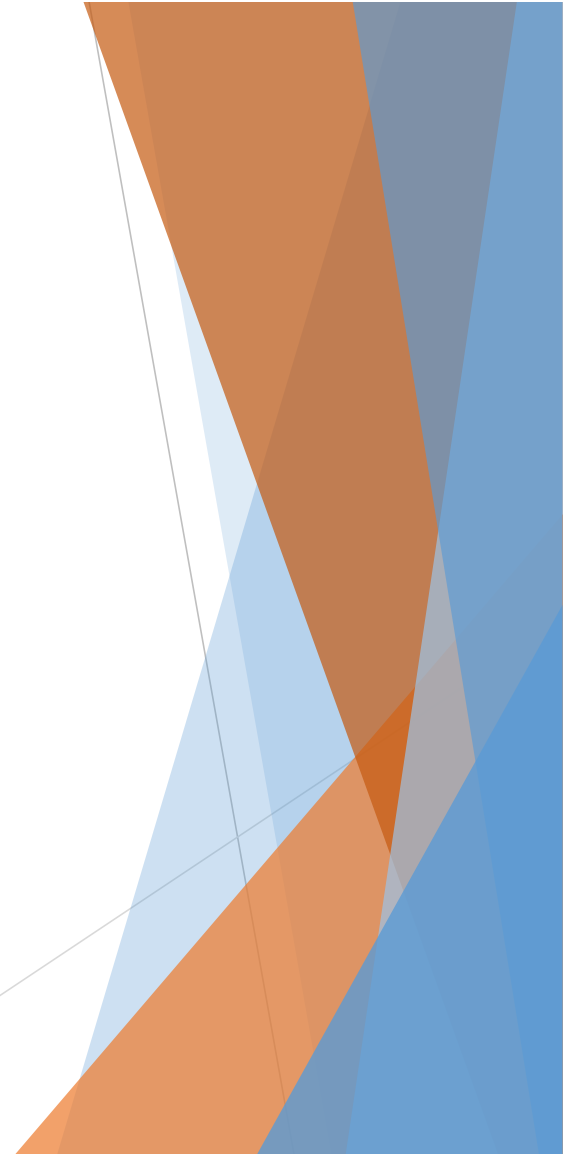
Resources

Toolkits:

- ▶ [UF Engaged Resources for Staff](#)
- ▶ [Performance Notes Instruction Guide](#)
- ▶ [Employee Self Assessment Instruction Guide](#)
- ▶ [Check-Ins At a Glance](#)

Helpful Training Courses:

- ▶ [Embracing the Growth Mindset](#)
- ▶ [Achieving Results](#)
- ▶ [Giving and Receiving Feedback](#)
- ▶ [Developing Your Emotional Intelligence for Workplace Effectiveness](#)
- ▶ [Relationship Strategies](#)
- ▶ [Attitude: Radiating Possibility](#)
- ▶ [THRIVE@UF](#)



Questions?

