Human Resources | Talent Management

UR Engaged

How to Schedule a Check-In

1. Log into UR Talent Web.

2. From the Navigation Menu in the top righthand corner of the screen, select **UR Engaged,** then **Check-Ins.**

3. Select the **Create New Check-In** button. If this is your first time scheduling a Check-In, select the **Get Started** button.

4. To add a participant to the Check-In:
    a. Type the first or last name of employee into the **Find an employee**. Click the radio button next to their name or
    b. Click the radio button next to the name of the employee under **Suggested Participants.**

5. Click **Continue.**

6. Highlight the radio button next to the Check-In template you wish to use.

7. Review your selections. If correct, **select Continue.** If you need to make any changes**, select Previous.**

8. Select the calendar icon to choose the date of the check-in**.**

9. The Check-In template will populate.
    a. If the Check-In is scheduled for a future date, select **the Check-Ins Menu icon** to return to the Check-Ins home page**.**