



UR Engaged

Schedule a Check-In

1. Log into UR Talent Web.
2. From the Navigation Menu , select **UR Engaged** then **Check-Ins**.
3. Select **Create New Check-In**.
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. Click the radio button next to the Check-In template most relevant.
7. Review the Check-In selections. If correct, **select Continue**. If you need to make changes, **select Previous**.
8. Select a calendar icon to choose the date of the check-in.
 - a. **Note:**
9. The Check-In template will populate.
 - a. If the check-in is scheduled for a future date, select **the Check-Ins Menu**  to return to the Check-Ins home page.