

# Align Performance Program

Dear DFA non-represented staff and managers,

This is a friendly reminder that we are approaching a key deadline in the **Align performance program**. The next check-in cycle begins with the confirmation of **key deliverables**, which serve as the foundation for the self-assessment and manager assessment in August.

## What you need to do:

### For All Staff:

1. [Log into Align](#) (requires UCInetID log in)
2. **Confirm Key Deliverables by June 30**  
Submit at least one (ideally 3–5) key deliverables in Align and ensure your manager has approved them.
3. **Begin Your Self-Assessment on August 1**  
Log into Align to begin your self-assessment on August 1.
4. **Prepare for Your August Check-In**  
Schedule time with your manager for a meaningful performance discussion. Please aim to complete your check-in by the **target deadline of August 31. The final deadline is September 30.**

### For All Managers:

- Review and approve key deliverables submitted by your direct reports by June 30.
- Prepare to complete assessments and hold check-in conversations with your direct reports\* by the **target deadline of August 31. The final deadline is September 30.**

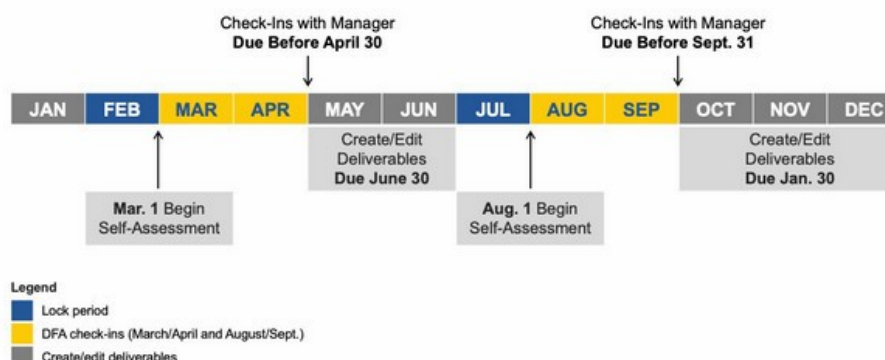
*\*Note: New employees will receive an email to set key deliverables 30 days after their start date; no action is needed before then.*

## Helpful Resources (available on the [Align website](#)):

- [Program Details & FAQs](#) is a reference tool providing an overview of the performance program, as well as frequently asked questions with answers.
- [Check-In Discussion Guides](#) include a **Preliminary Assessment Worksheet** to help prepare comments for the discussion, which can later be copied and pasted into Align. The guide also provides tips for a successful discussion, and a [Leader Version](#) is available.
- [Check-In Overview Recording](#) provides step-by-step instructions on how to complete a check-in for all staff and a separate overview recording for [managers](#). Each recording is about 15 minutes long.
- [Align Rating Scales](#) provide definitions for the four-point rating scale and how to calculate the overall rating for key deliverables and [key behaviors](#).

## Timeline Below:

### ALIGN CHECK-IN CYCLES



Center at [eec@uci.edu](mailto:eec@uci.edu) or [949-824-0500](tel:949-824-0500) for assistance or technical support.

Thank you for your attention and commitment to the Align process.

Sincerely,

**C.J. Valentine**

Director, Sr. HR Business Partner

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