

How to Conduct a CPC Check-in

Reminder: The Continuous Performance Communications (CPC) form should be completed following the check-in meeting with your employee. A CPC preparation tool can be found <u>here</u>. We suggest you use the preparation tool to write out your check-in information so you can copy/paste in the online form when ready, otherwise you could be timed out entering data on actual check-in form.

- 1. Navigate to <u>Manager Space</u> and follow on-screen login instructions.
- 2. Click: **Employee Check-In**. This screen display will show ONLY completed check-ins for your direct reports and any subordinate direct reports.
- 3. To add new, click **Check-In** located at the top right-hand corner.

Manager 🗸 🛛 😑 List shows completed Check-ins. Click Check In button on right to add new. 💙 Check In 🕞 Open 🚊 Search 🗤

- 4. Complete the employee check-in pop-up form.
 - a. Anything with a red* asterisk is required.
 - b. Enter the employee ID by typing in the employee's ID number or clicking the magnifying glass and select the employee from the list (You will only see your direct reports).
 - c. Enter the date the in-person check-in was completed.
- 5. Complete the following three sections: Doing Well, Improvement, and Support

Doing Well
viscuss what your employee is doing well. *
6
mprovement
iscuss what your employee could improve upon. \star
~
Support
iscuss what help, support, and training/development your employee might need from you. \star



6. The goal section	n is optional. You can eithe	r enter information in this section or click Submit
Check-In.	Goal	
	Discuss any goals and goal pro	poress with your employee.
7. Once you are fin	ished entering required fiel	lds, click Submit.
How to print com	oleted Check-In:	
1. Open compl	eted check-in by double cli	icking name in list.
2. Click the act	tion menu (three dots) the	en options, Print to PDF
3. Select Portr	ait orientation option then	Print.
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