

Continuous Performance Communication

Continuous Performance Communication (CPC) is the State's performance review process intended to increase communication between employees and supervisors. There are two components to the CPC:

- Quarterly check-ins
- A year-end appraisal.

Check-Ins

Check-ins are performance-related conversations between supervisors and employees.

These conversations will cover:

- What the employee is doing well
- What they can improve upon
- What support they need
- Goals

When You Do Check-Ins

Check-ins should be completed:

- Three months after an employee starts
- Six months after an employee starts
- While quarterly check-ins for each employee are recommended, it is required that supervisors hold at least two each year.

Check-ins are open year-round, with the first round due by **June 30**, and the second round due by **December 31**.

Year-End Appraisals

The year-end appraisal is a complete review of an employee's performance from the past year. The check-ins throughout the year are used to guide the performance ratings.

Employees are rated on:

- Job Knowledge & Work Results
- Interpersonal Behaviors.

Who Gets an Appraisal?

All employees who have worked for the state for at least three months should receive a year-end appraisal.

Appraisal documents are activated on **October 15**. The deadline for completion is **December 31**.

Both prep tools as well as step-by-step instructions can be found on the BHR website:
<https://bhr.sd.gov/policies-forms/forms/#cpcforms>

How Are Check-ins and Appraisals Documented?

Documentation for both the check-ins and appraisals is done in Manager Space. Step-by-step instructions for inputting check-ins and appraisals can be found on the BHR website under the Policies & Forms section.

Check-ins are found in Manager Space under the Employee Check-In button on the left-hand side of the site.

Appraisals are found under the Review Performance button on the left-hand side of the site. The form for a new appraisal will only be available between October 15 and December 31.

Past check-ins and appraisals can be viewed year round from their locations within Manager Space.

How Can I Prepare?

It is important to use both the Check-in Prep Tool and the CPC Appraisal Prep Tool before completing your check-in or appraisal. Manager Space has a very short sleep mode and to guarantee your information does not get lost we encourage supervisors to use the prep tools and then simply copy and paste into Manager Space. Both prep tools as well as step-by-step instructions can be found on the BHR website:

- <https://bhr.sd.gov/policies-forms/forms/#cpcforms>
- <https://bhr.sd.gov/managers-toolkit/>