

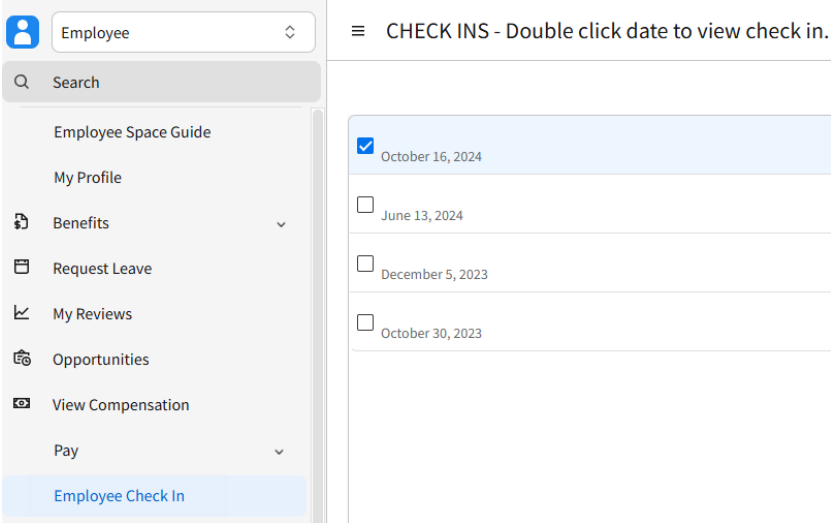
How to Find Past Check-Ins & Appraisals

(For Employees pg. 1 - For Supervisors pg. 2)

For Employees (Check-Ins):

1. Enter Employee Space
2. Select "Employee Check-In" option from menu.
3. Double Click on the Check-In you would like to review.

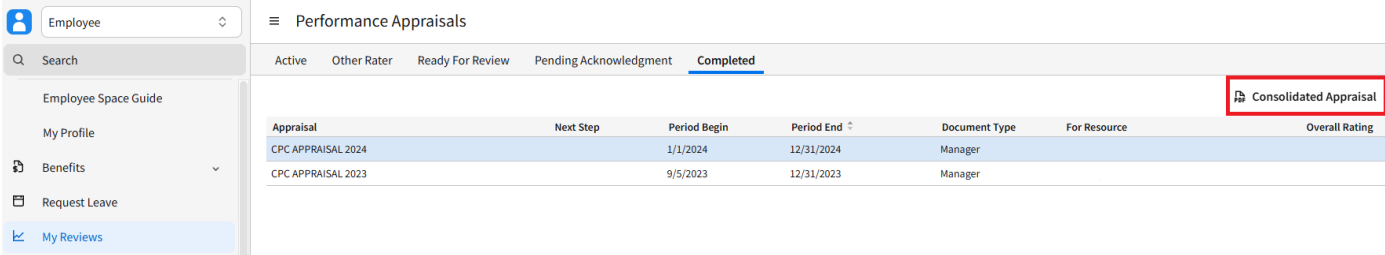
Note: A blue "Acknowledge" button will appear next to check-ins you have NOT signed. Check-ins that have already been acknowledged will not show this button.



For Employees (Appraisals):

1. Enter Employee Space
2. Select "My Reviews" option from menu.
3. Go to "Completed" tab.
4. Select the appraisal you would like to review.
5. Click the "Consolidated Appraisal" button to view a PDF of the appraisal

Note: Appraisals that have not been acknowledged will appear in the "Pending Acknowledgment" tab.

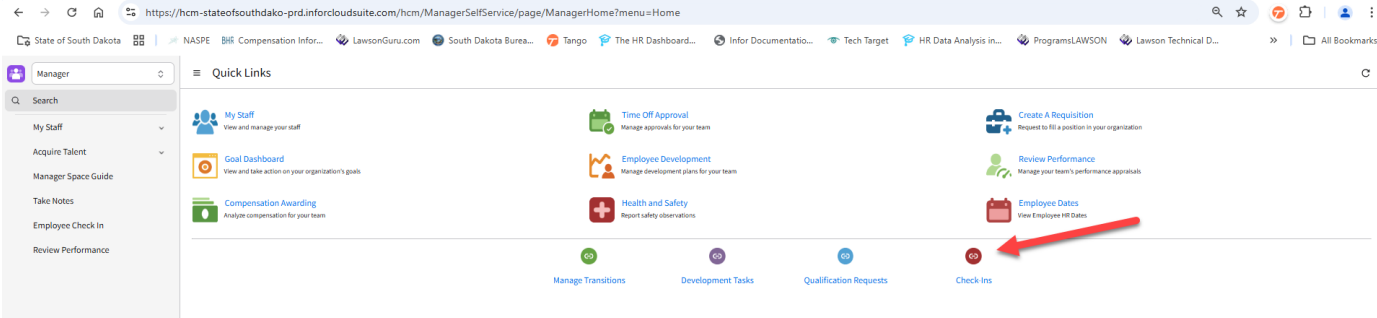


See Next Page for Supervisor Tutorials

For Supervisors (Check-Ins):

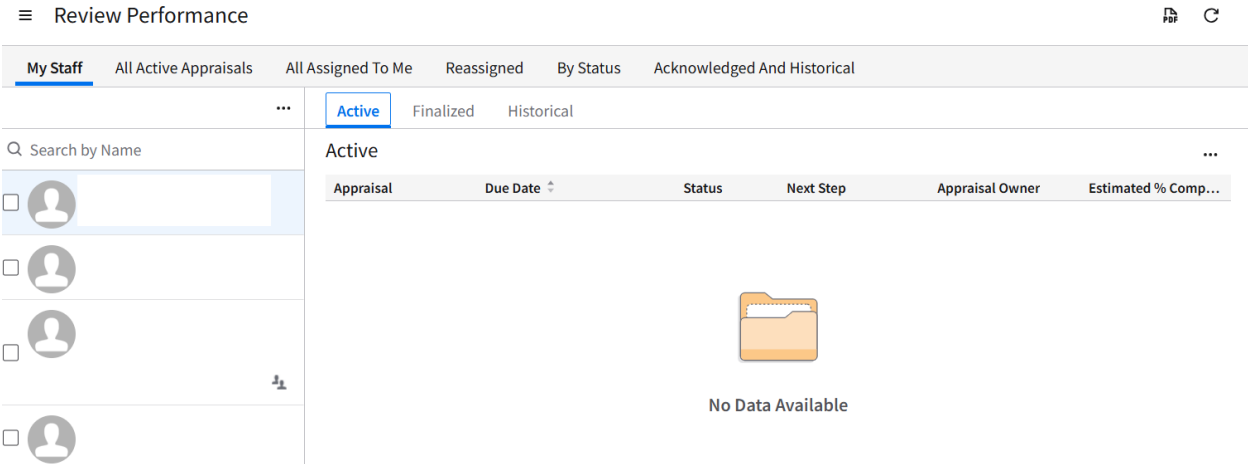
- 1. Enter Manager Space
- 2. Select the "Check-Ins" button on the home page to review current and past CPC Check-Ins.

Note: The "Employee Check-In" menu option only shows CPC Check-In information for the current year.



For Supervisors (Appraisals):

- 1. Enter Manger Space
- 2. Select "Review Performance" option from menu.
- 3. Use various tabs to review your employees past and present CPC appraisals.



Additional How To Guides available on the BHRA website.