

## Continuous Performance Communication Frequently Asked Questions for Employees

1. **What is Continuous Performance Communication (CPC)?**
  - a. CPC is the State's new performance review process intended to increase communication between employees and supervisors. CPC is a series of check-ins and a year-end appraisal. Check-ins occur throughout the year between the supervisor and employee to discuss areas related to performance and growth. At the end of the year, the content from the check-ins will be used as a tool to help determine the employee's year-end appraisal.
2. **What are check-ins?**
  - a. Check-ins are performance-related conversations between you and your supervisor. Check-ins cover what you're doing well, what you can improve, and what support you need from your supervisor. You also have the option to discuss any goals and goal process, if applicable.
3. **How many check-ins am I supposed to have?**
  - a. We ask that supervisors hold at least two check-ins a year. However, there is no limit to the number of check-ins that can be completed. Your supervisor may prefer to schedule additional check-ins to ensure adequate review and communication.
4. **What happens after I have a check-in with my supervisor?**
  - a. Following a check-in, your supervisor will document the discussion in the check-in form in Manager Space. You will then need to "Acknowledge" the check-in in Employee Space. This is to ensure that you had the opportunity to review what is included in the documentation. **[Click here to view the Employee Acknowledgement Document.](#)**
5. **What is the year-end appraisal?**
  - a. The year-end appraisal is a complete review of your performance from the past year. The check-ins you had with your supervisor throughout the year are used to complete the performance ratings related to Job Knowledge & Work Results and Interpersonal Behaviors.
6. **Where do I access CPC?**
  - a. Employee Space: **<https://bfm.sd.gov/hr/es.aspx>**