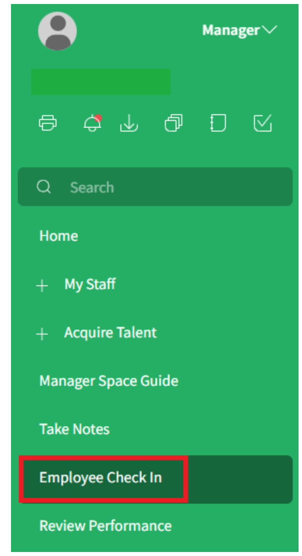
State of South Dakota
Bureau of Human Resources

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 **here**. 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.

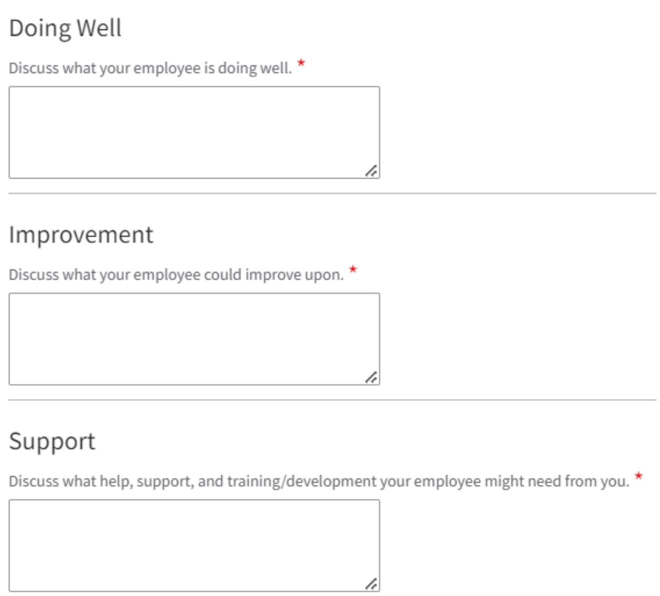
1. Navigate to Manager Space and follow on-screen login instructions.

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.

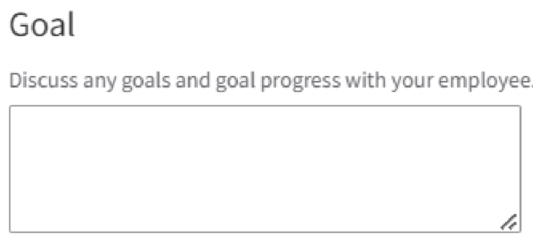
4. Complete the employee check-in pop-up form.
   a. Anything with a red* asterisk is required.
   b. Enter the employee ID by typing in the employee's ID number or clicking the magnifying glass and select the employee from the list (You will only see your direct reports).
   c. Enter the date the in-person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

5. Complete the following three sections: Doing Well, Improvement, and Support



How to Utilize Manager Space for Documenting CPC Check-ins

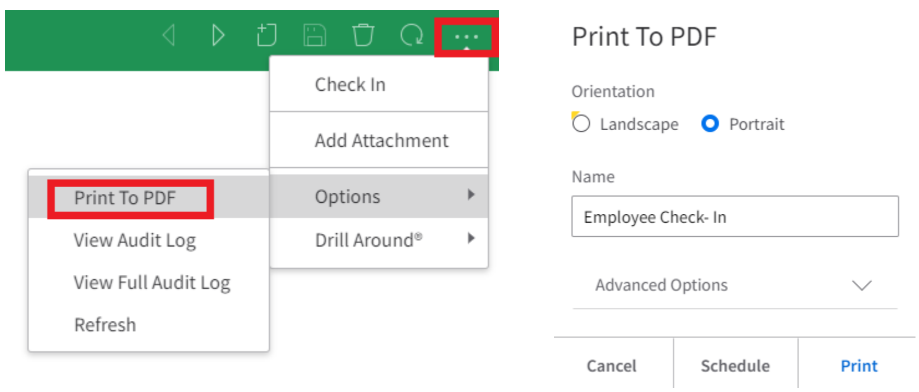
6. The goal section is optional. You can either enter information in this section or click **Submit** Check-In.



7. Once you are finished entering required fields, click **Submit.**

How to print completed Check-In:

1. Open completed check-in by double clicking name in list.
2. Click the **action menu (three dots)** then **options**, **Print to PDF**
3. Select **Portrait** orientation option then **Print**.



4. Click **My Print Files** from left menu, then click "**View**" to view PDF.