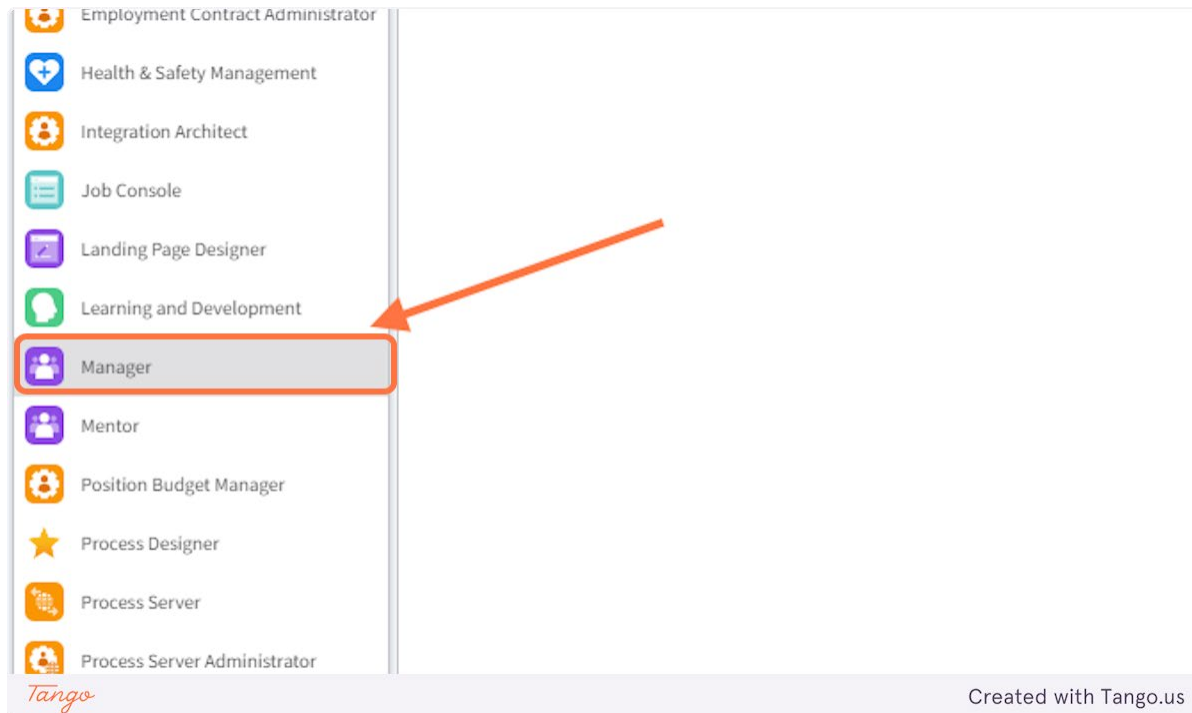


## Creating a CPC Check-in – Manager Space

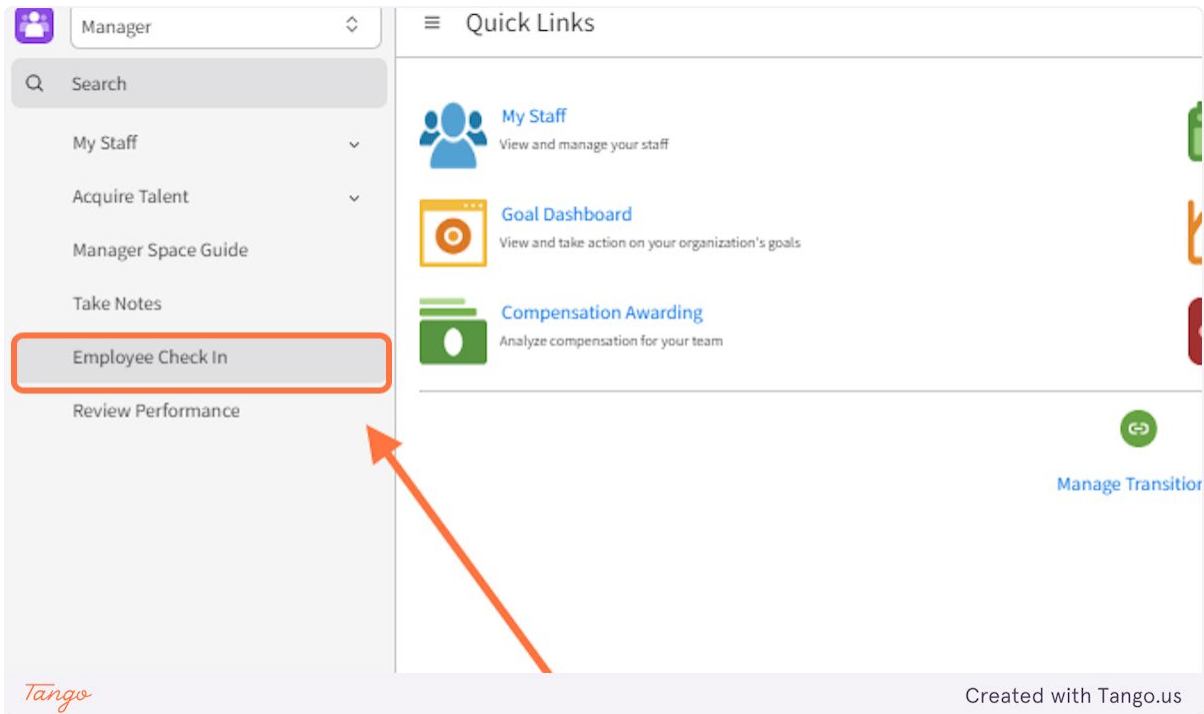
The Continuous Performance Communications (CPC) Check-in form should be completed following the check-in meeting with your employee. A CPC Check-in preparation tool can be found: <https://bhr.sd.gov/files/CPCCheckInPrepDoc.pdf>. It is suggested you use the preparation tool to write out your check-in information so you can be prepared for what you are going to discuss with your employee. The CPC check-in form cannot be saved and returned to later for additional comments while meeting with your employee. Once you meet with your employee and have everything written out, simply copy/paste in the online form. This practice will also guarantee you do not get timed out entering data on the actual check-in form.

### 1. In Manager Space click on Manager

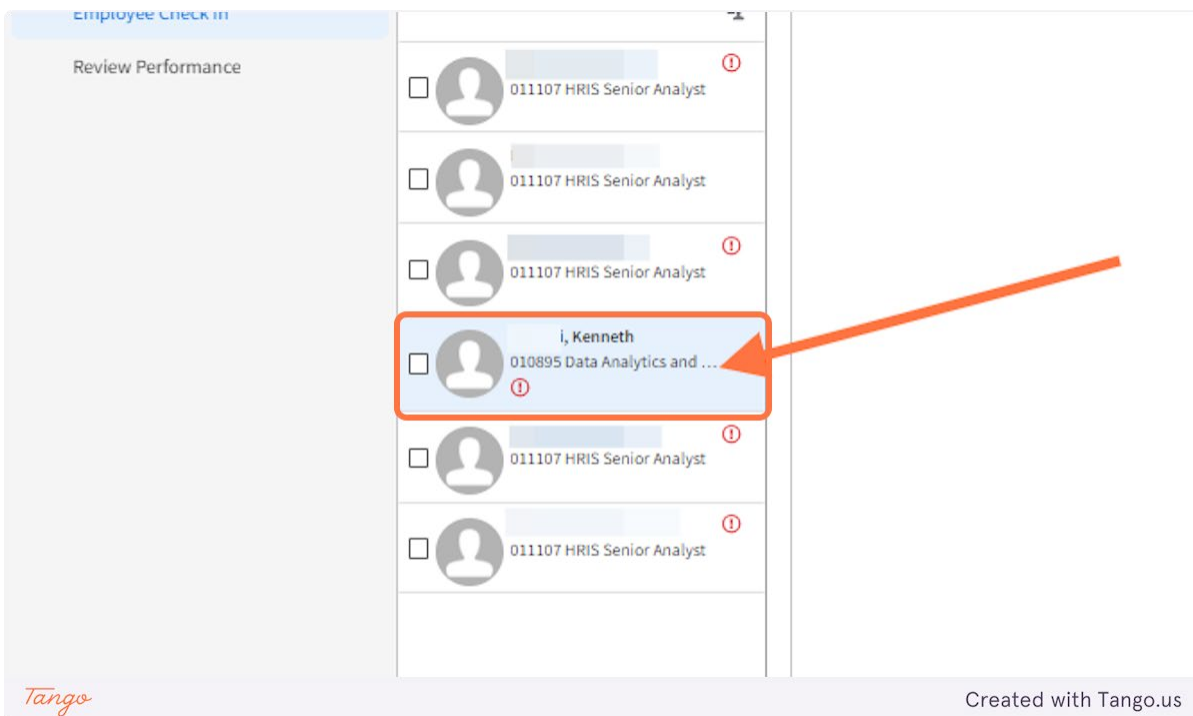


The screenshot shows a vertical list of roles on the left side of a screen. The roles are: Employment Contract Administrator, Health & Safety Management, Integration Architect, Job Console, Landing Page Designer, Learning and Development, Manager, Mentor, Position Budget Manager, Process Designer, Process Server, and Process Server Administrator. The 'Manager' role is highlighted with a red rectangular border, and a red arrow points from the right towards this highlighted item. At the bottom left of the screen is the 'Tango' logo, and at the bottom right is the text 'Created with Tango.us'.

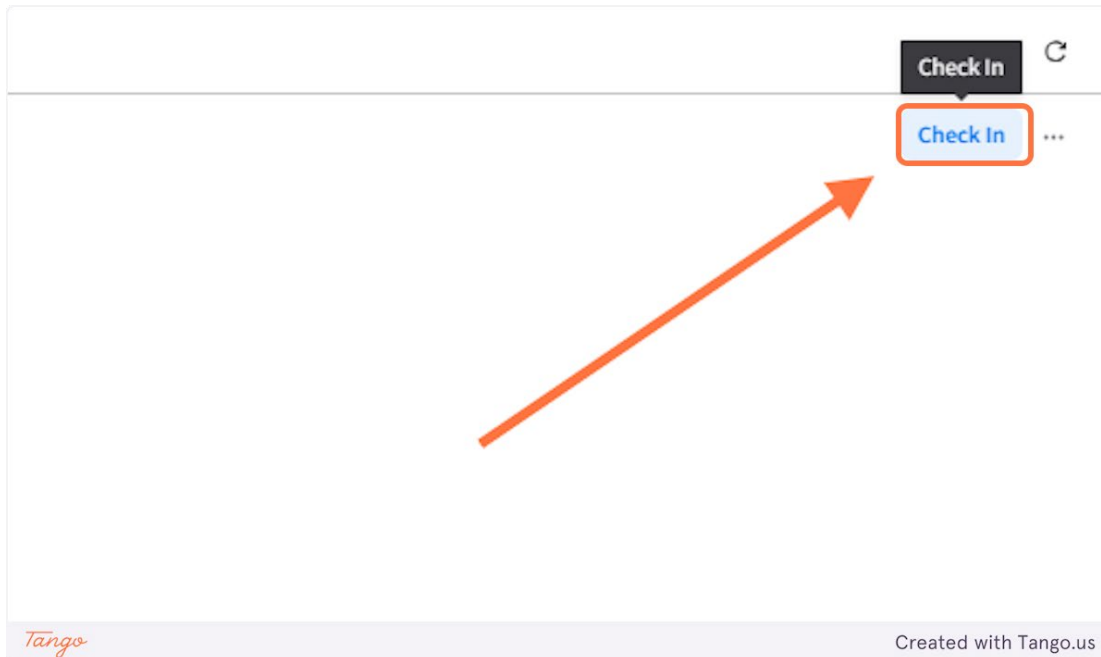
## 2. Click on Employee Check-in.



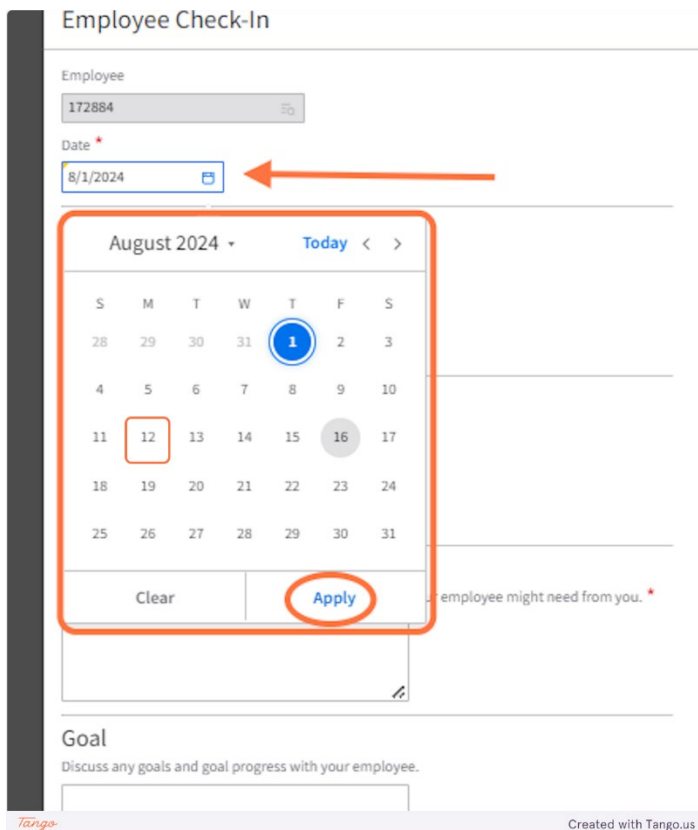
## 3. Click on the Employee you will be doing the check-in for.



4. Click on Check-in in the top right-hand corner.



5. You will need to enter the date you had the conversation with the employee. You can backdate this. It will default to the current date unless you change it. This cannot be fixed on the back end. You will need to delete and re-do the check-in if the date is incorrect. *For this example, we will be choosing 8/12/2024.* When you have chosen the appropriate date click on the apply button.



**6. Under DOING WELL, list what employee is doing well along with comments.**

Check-Ins

### Employee Check-In

Employee  
172884

Date \*  
8/12/2024

**Doing Well**  
Discuss what your employee is doing well. \*

List what employee is doing well

**Improvement**  
Discuss what your employee could improve upon. \*

**Support**  
Discuss what help, support, and training/development your employee might need from you. \*

**Goal**  
Discuss any goals and goal progress with your employee.

Cancel Submit

**7. Under IMPROVEMENT list what employee can improve upon and make comments.**

Check-Ins

### Employee Check-In

Employee  
172884

Date \*  
8/12/2024

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#### Doing Well

Discuss what your employee is doing well. \*

List what employee is doing well

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#### Improvement

Discuss what your employee could improve upon. \*

List what employee can improve upon

---

#### Support

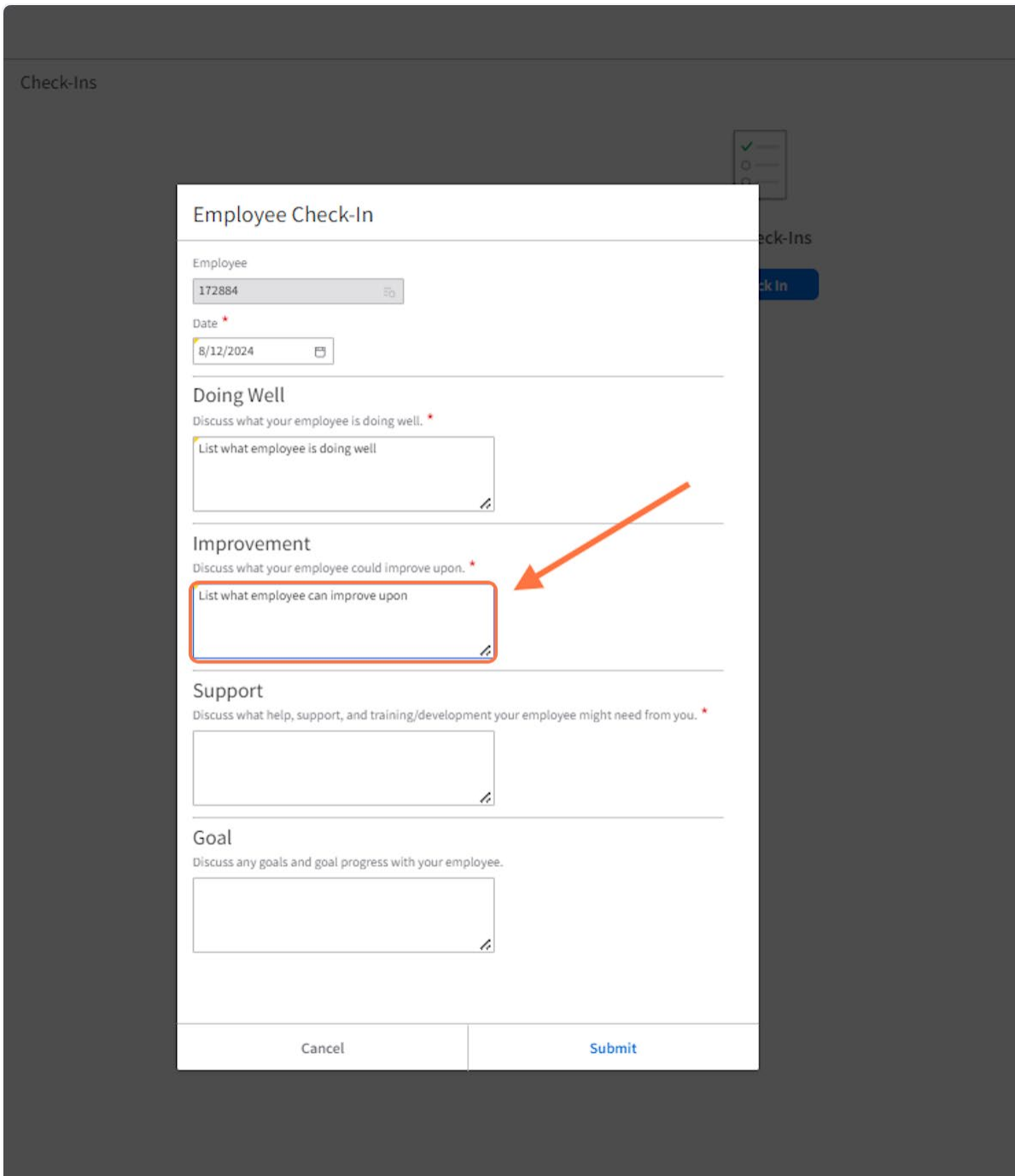
Discuss what help, support, and training/development your employee might need from you. \*

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#### Goal

Discuss any goals and goal progress with your employee.

Cancel Submit

The image shows a screenshot of a web application interface for 'Check-Ins'. A modal window titled 'Employee Check-In' is open. It contains several sections: 'Employee' (ID: 172884), 'Date' (8/12/2024), 'Doing Well', 'Improvement', 'Support', and 'Goal'. Each section has a text input field. An orange arrow points to the 'Improvement' section, which is also highlighted with a red border. The 'Improvement' section contains the text 'List what employee can improve upon'. At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background shows a dark grey sidebar with 'Check-Ins' and 'Check In' buttons.

**8. Under SUPPORT, list or comment on the support the employee needs from you.**

The screenshot shows a web application interface for 'Employee Check-Ins'. A modal window titled 'Employee Check-In' is open, containing several sections for providing feedback to an employee. The 'Support' section is highlighted with a red rectangular box, and a red arrow points to it from the right. The form includes fields for 'Employee' ID (172884) and 'Date' (8/12/2024). The sections are: 'Doing Well' (Discuss what your employee is doing well.), 'Improvement' (Discuss what your employee could improve upon.), 'Support' (Discuss what help, support, and training/development your employee might need from you.), and 'Goal' (Discuss any goals and goal progress with your employee.). At the bottom of the modal are 'Cancel' and 'Submit' buttons.

**9. Under GOAL, list or comment on any goals with your employee.**

Employee Check-In

Employee  
172884

Date \*  
8/12/2024

**Doing Well**  
Discuss what your employee is doing well. \*

List what employee is doing well

**Improvement**  
Discuss what your employee could improve upon. \*

List what employee can improve upon

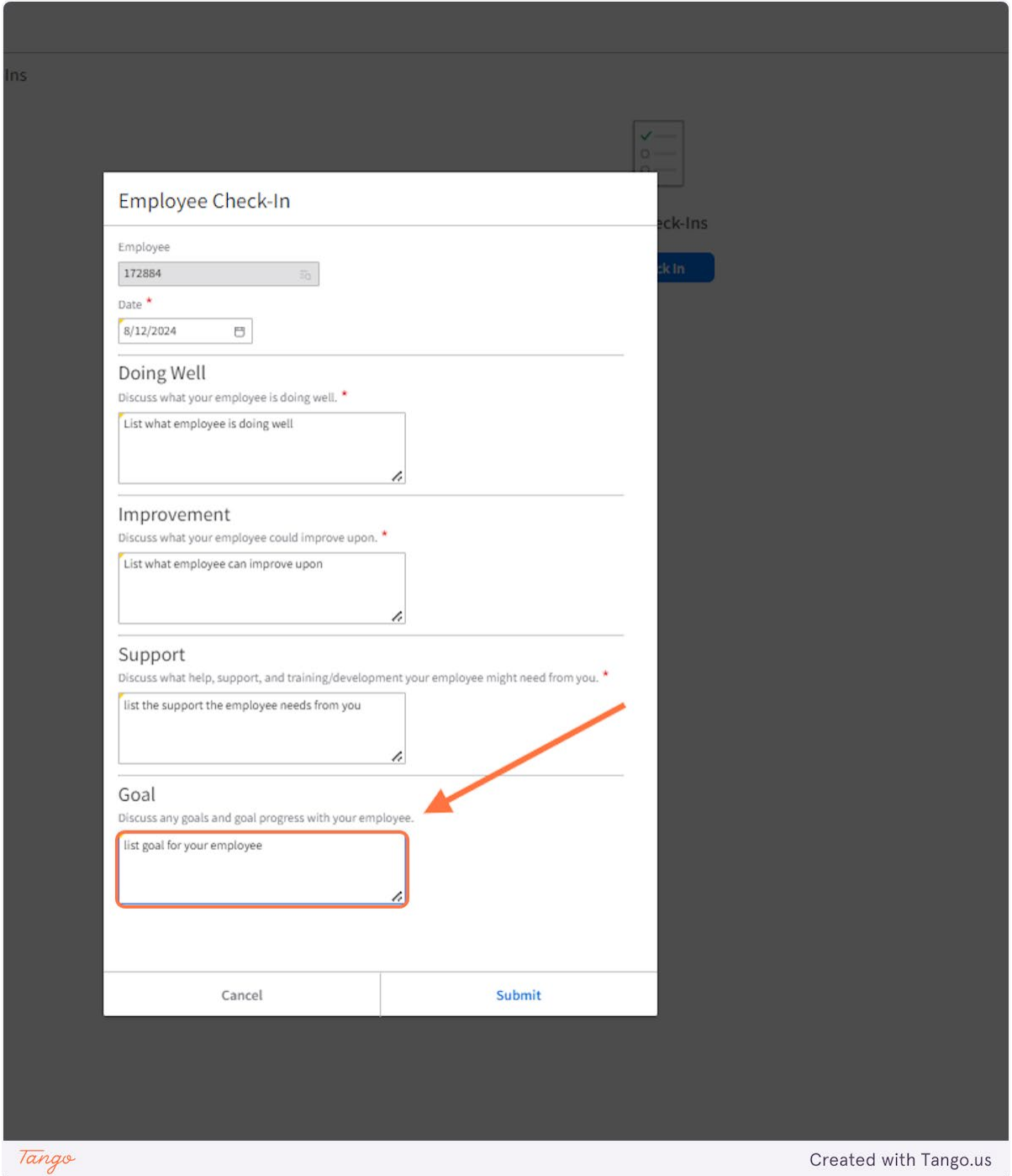
**Support**  
Discuss what help, support, and training/development your employee might need from you. \*

List the support the employee needs from you

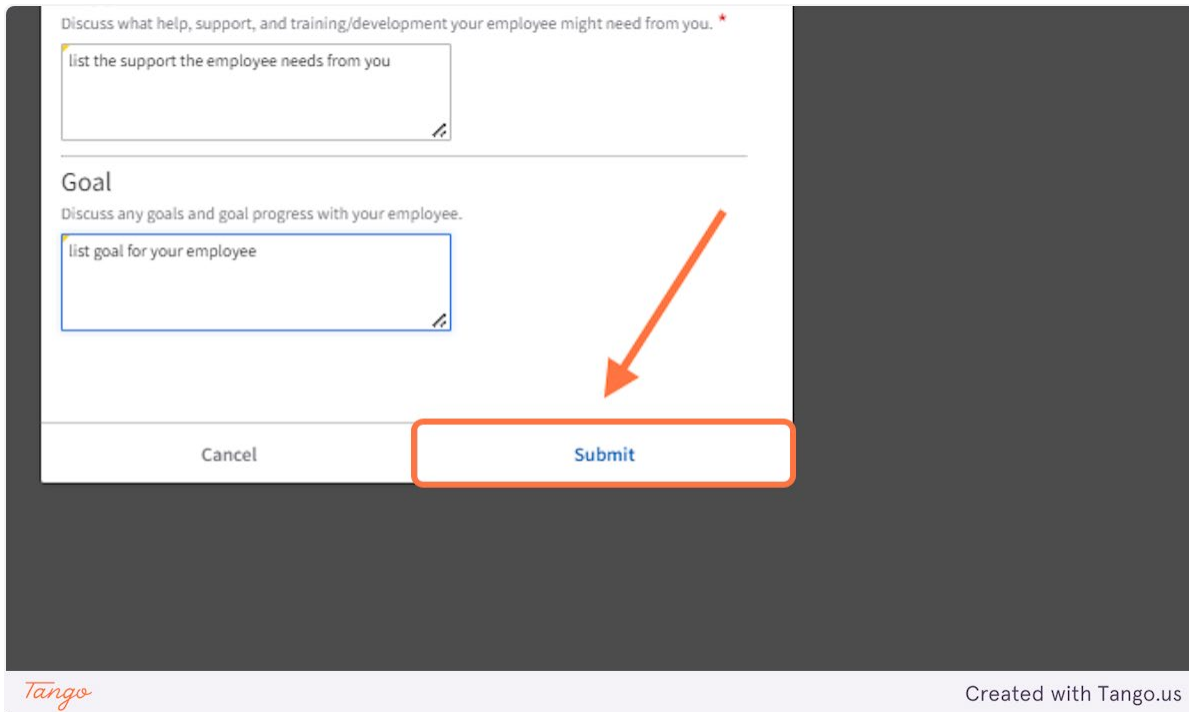
**Goal**  
Discuss any goals and goal progress with your employee. \*

List goal for your employee

Cancel Submit

The image shows a screenshot of a web application interface for an "Employee Check-In" form. The form is white and centered on a dark grey background. It contains several sections: "Employee" with a text input field containing "172884", "Date" with a date picker showing "8/12/2024", and three sections for feedback: "Doing Well", "Improvement", and "Support", each with a text input field. The "Goal" section is at the bottom, with a text input field containing "list goal for your employee". A red arrow points from the right side of the form towards the "Goal" section. At the bottom of the form are "Cancel" and "Submit" buttons. The background shows a blurred view of the application with "Ins" and "Employee Check-Ins" visible.

**10. Once you have completed this, click on the Submit button.**



Discuss what help, support, and training/development your employee might need from you. \*

list the support the employee needs from you

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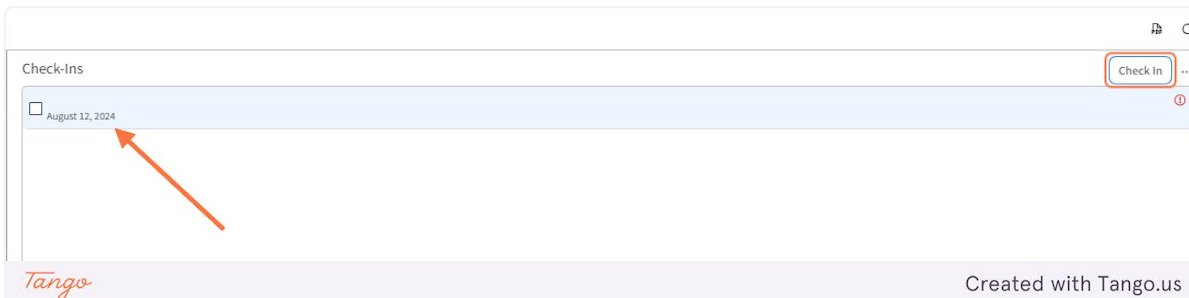
**Goal**  
Discuss any goals and goal progress with your employee.

list goal for your employee

Cancel Submit

*Tango* Created with Tango.us

**11. You can now see that the CPC Check-in was completed.**



Check-ins

Check In	...
<input type="checkbox"/> August 12, 2024	

*Tango* Created with Tango.us

**12. Thank you for completing the check-in. Please make sure your employee is notified that the check-in has been submitted within employee space and they need to acknowledge it. After a few days, come back and make sure the check-in has been acknowledged.**