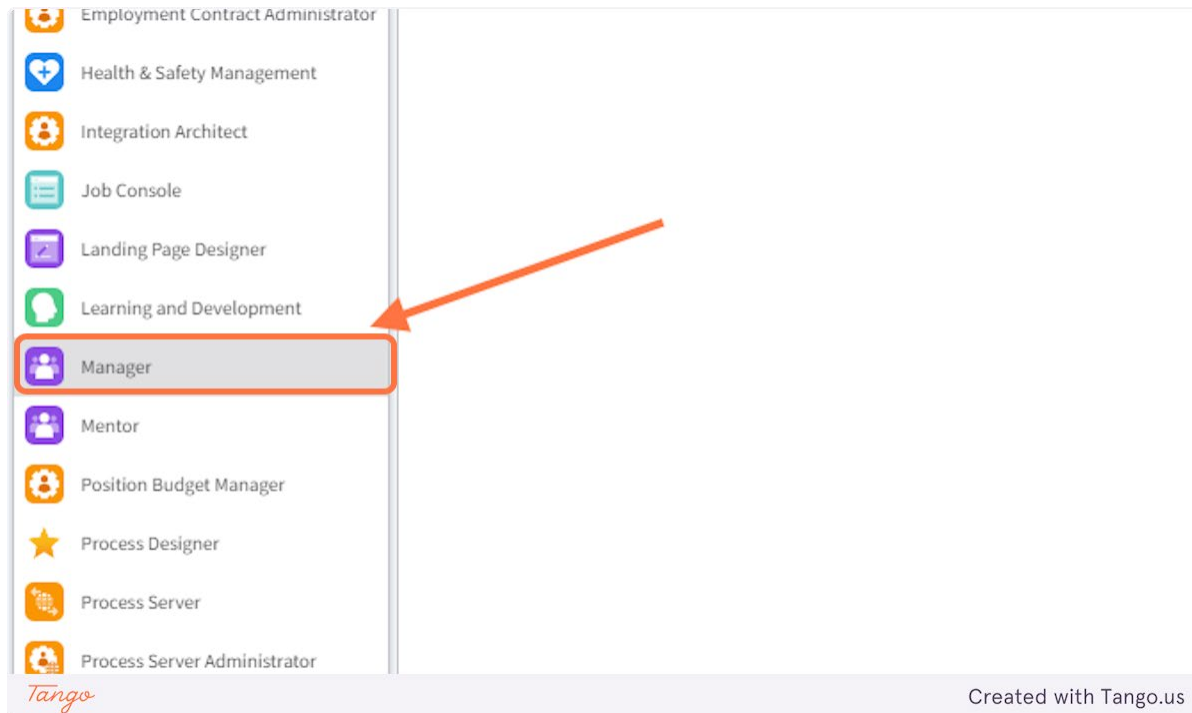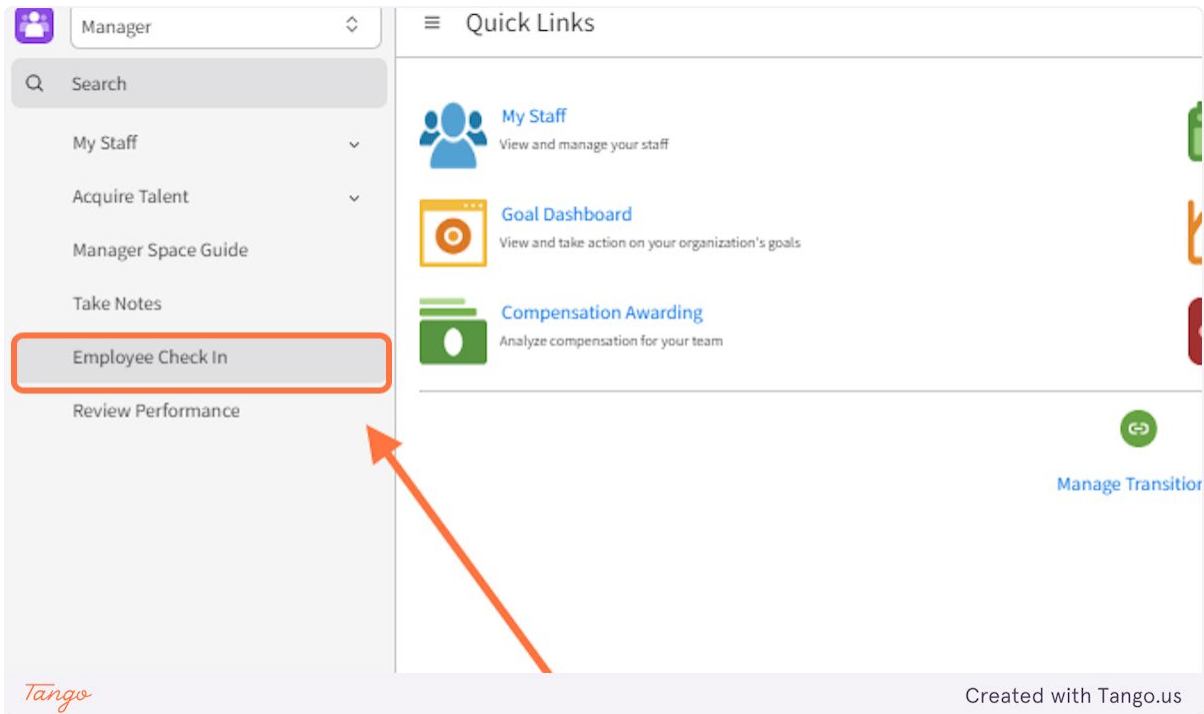# Creating a CPC Check-in – Manager Space

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.
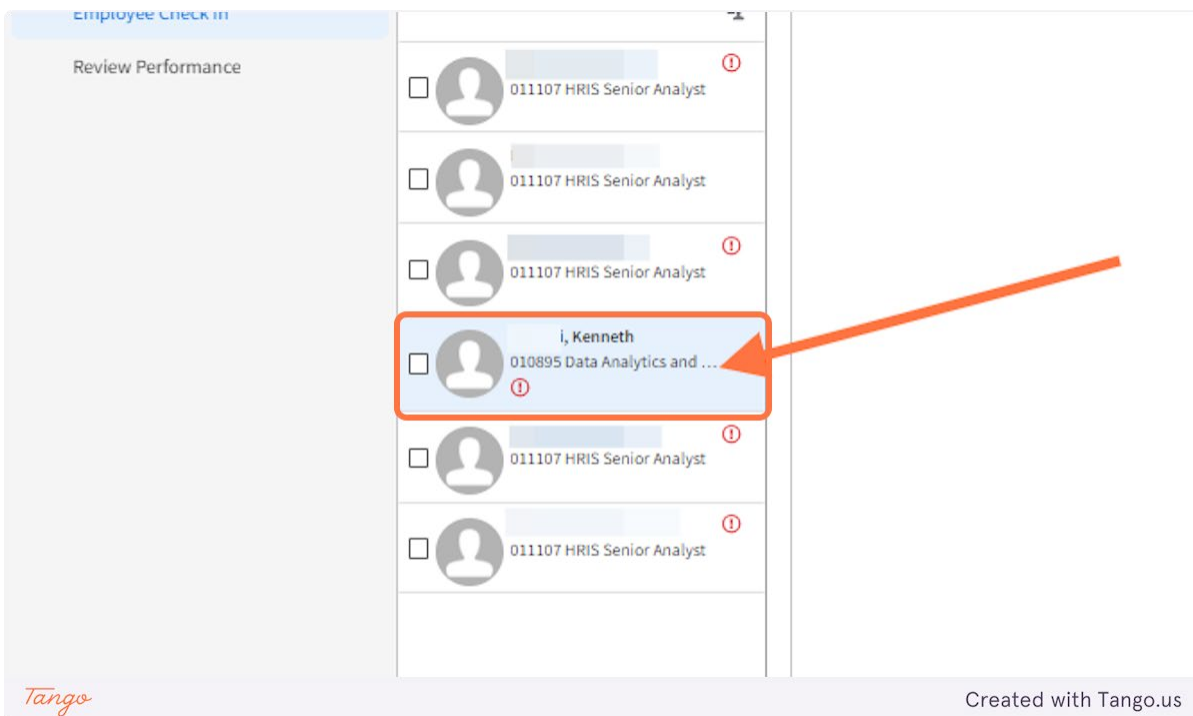
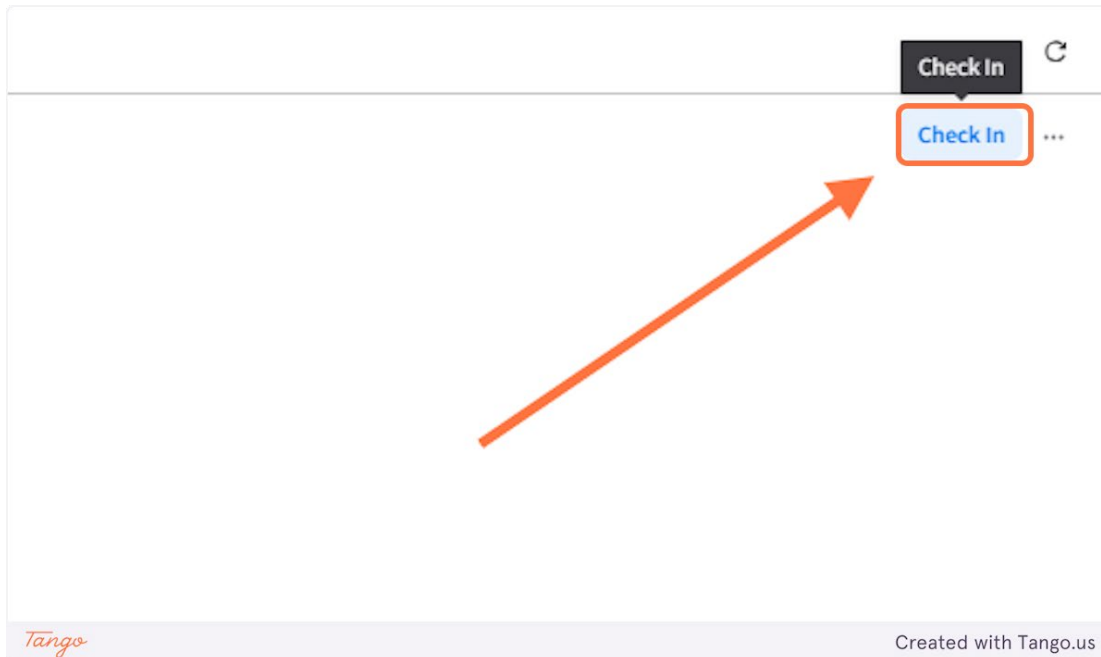## 1. In Manager Space click on Manager

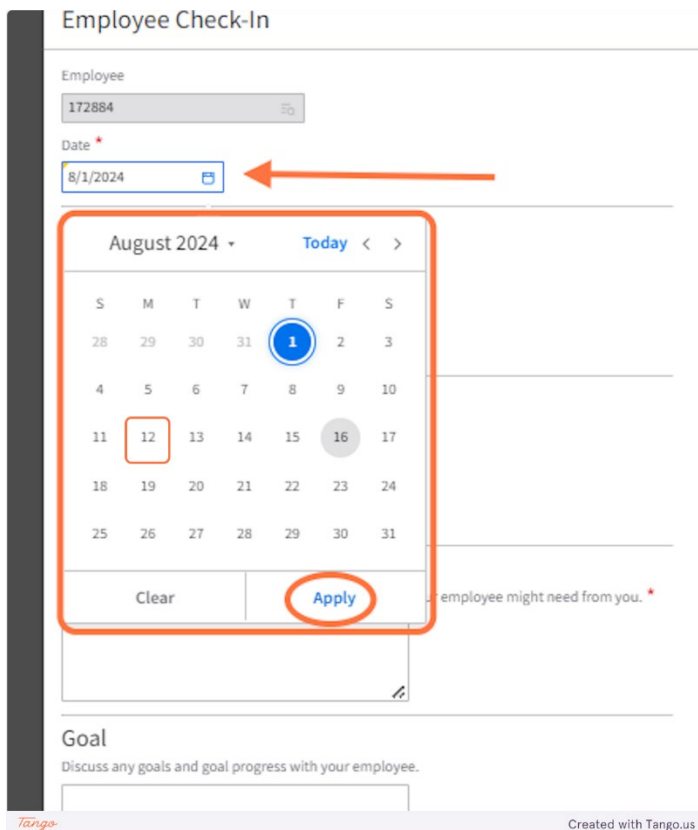## 2. Click on Employee Check-in.

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.

Employee Check-In

Employee

172884

Date *

8/12/2024

Doing Well

Discuss what your employee is doing well. *

List what employee is doing well

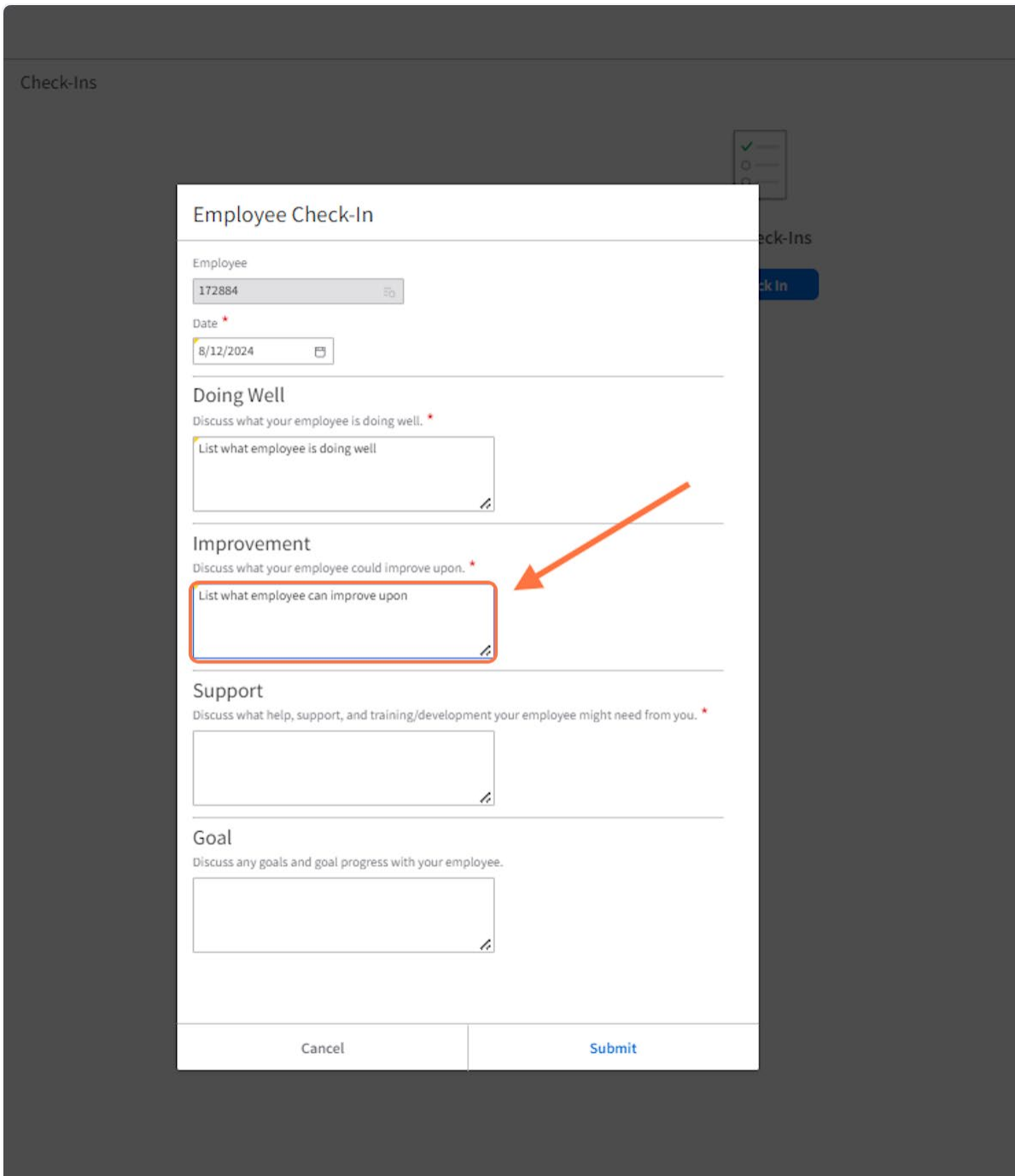Improvement

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

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. *

Goal

Discuss any goals and goal progress with your employee.

Cancel   Submit

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

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. *
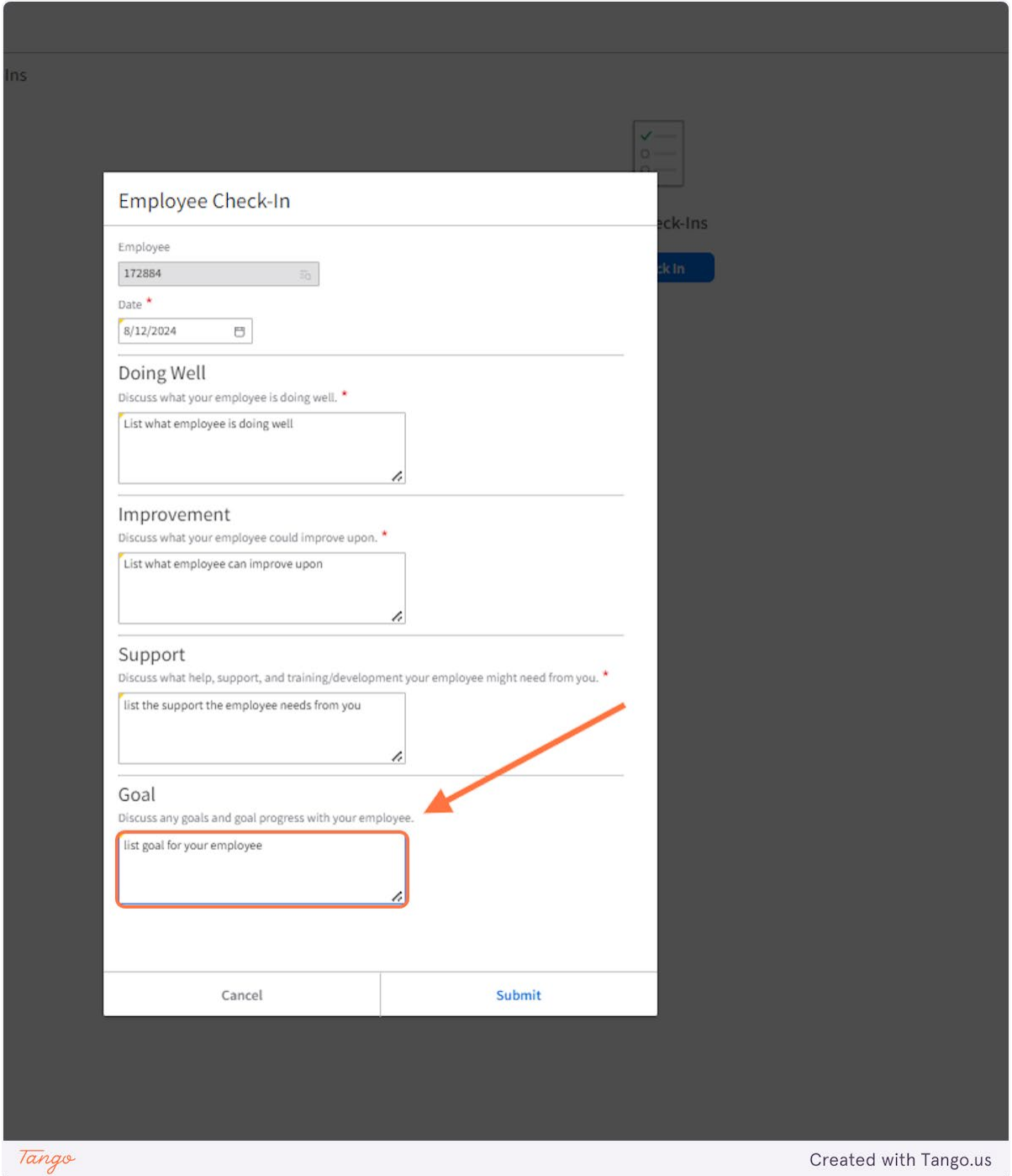
List what employee can improve upon

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.

Cancel   Submit

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. *
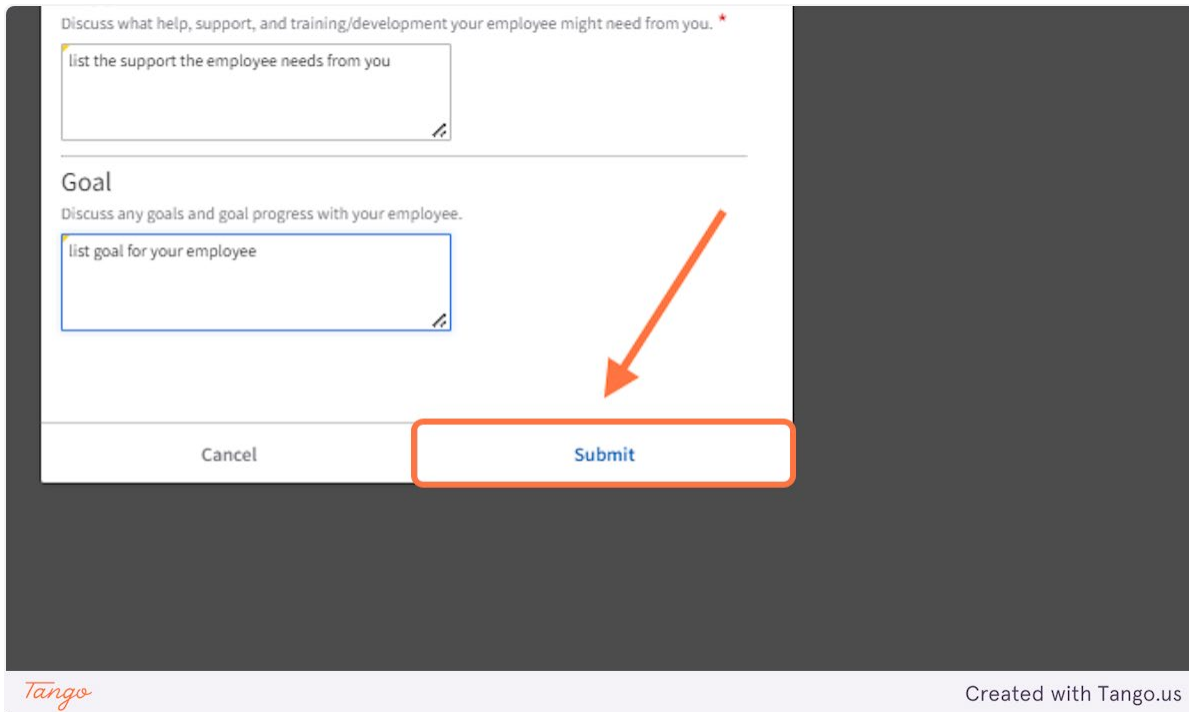
list the support the employee needs from you

Goal

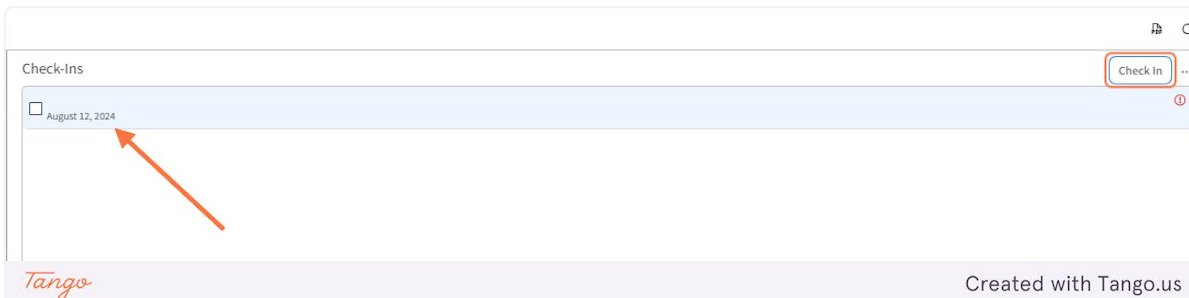Discuss any goals and goal progress with your employee.

list goal for your employee

Cancel   Submit

eck-Ins

ck In

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

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

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.