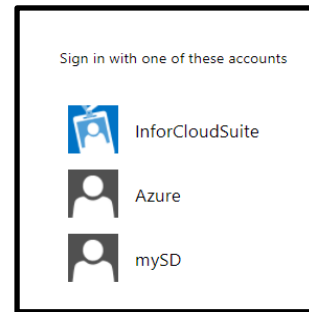


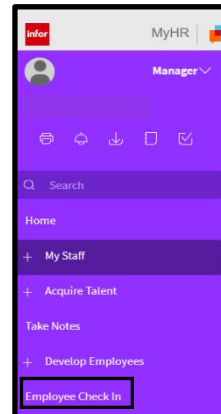
How to Utilize Manager Space for Documenting CPC Check-ins.

Reminder: The Continuous Performance Communications (CPC) form should be completed following the in-person meeting with your employee. A CPC preparation tool [can be found here](#).

1. Navigate to [Manager Space](#).
2. If prompted, Click on Azure or mySD
 - a. Click: Azure if you are an employee with a State Network Account
 - b. Click: mySD if you are an employee without a State Network Account and registered with a personal email.



3. Click: Employee check-in



4. Click: Employee check-in located in the top right hand corner.



5. 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.
- c. Enter the date the in-person check-in was completed.

 A screenshot of the "Employee Check-In" form. It has two main fields: "Employee" with a red asterisk and a magnifying glass icon, and "Date" with a red asterisk and a calendar icon. The date field shows "8/10/2021".

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6. Complete the doing well section.

Employee Check-In

Doing Well

Discuss what your employee is doing well. *

7. Complete the improvement section.

Employee Check-In

Improvement

Discuss what your employee could improve upon. *

8. Complete the support section.

Employee Check-In

Support

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

9. The goal section is optional.
You can either enter information in this section or skip to the next step.

Employee Check-In

Goal

Discuss any goals and goal progress with your employee.

10. When you have entered all required information and any optional information. Click: Submit.

Submit

It is important to enter the information needed and click submit in a timely manner, otherwise you can be timed-out and information could be lost.