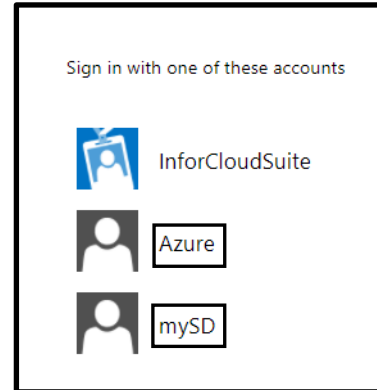
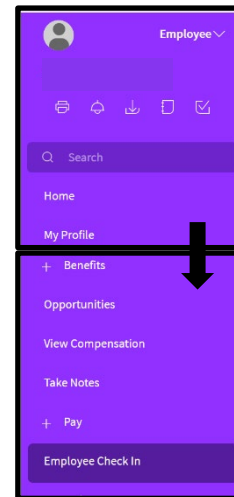


How to Acknowledge a CPC Check-in in Employee Space

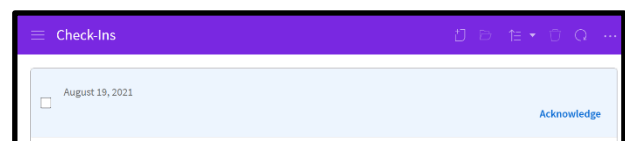
1. Navigate to [Employee Space](#).
2. If prompted, Click on Azure or mySD
 - a. Click: Azure if you are an employee with a State Network Account
 - b. Click: mySD if you are an employee without a State Network Account and registered with a personal email.



3. Scroll down the employee menu.
 - a. Click: Employee check-in

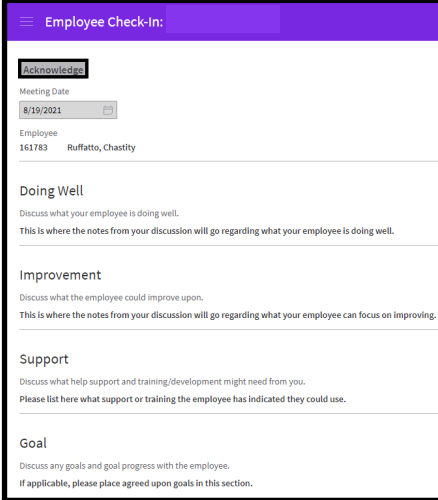


4. Double click: The colored box



How to Acknowledge a CPC Check-in in Employee Space

5. Your employee check-in information will be displayed.
 - a. Review the information.
 - b. See your manager with any concerns or questions about check-in content.
 - c. Click: Acknowledge after reviewing.



The screenshot shows a web interface titled "Employee Check-in:". At the top, there is a purple header with a menu icon and the title. Below the header, there is a section labeled "Acknowledged" with a checkmark. The form contains the following fields and text:

- Meeting Date:** 8/19/2021
- Employee:** 161783 Ruffatto, Chastity
- Doing Well:** Discuss what your employee is doing well. This is where the notes from your discussion will go regarding what your employee is doing well.
- Improvement:** Discuss what the employee could improve upon. This is where the notes from your discussion will go regarding what your employee can focus on improving.
- Support:** Discuss what help support and training/development might need from you. Please list here what support or training the employee has indicated they could use.
- Goal:** Discuss any goals and goal progress with the employee. If applicable, please place agreed upon goals in this section.

6. After clicking on Acknowledge you will see confirmation of completion in the top right corner.

