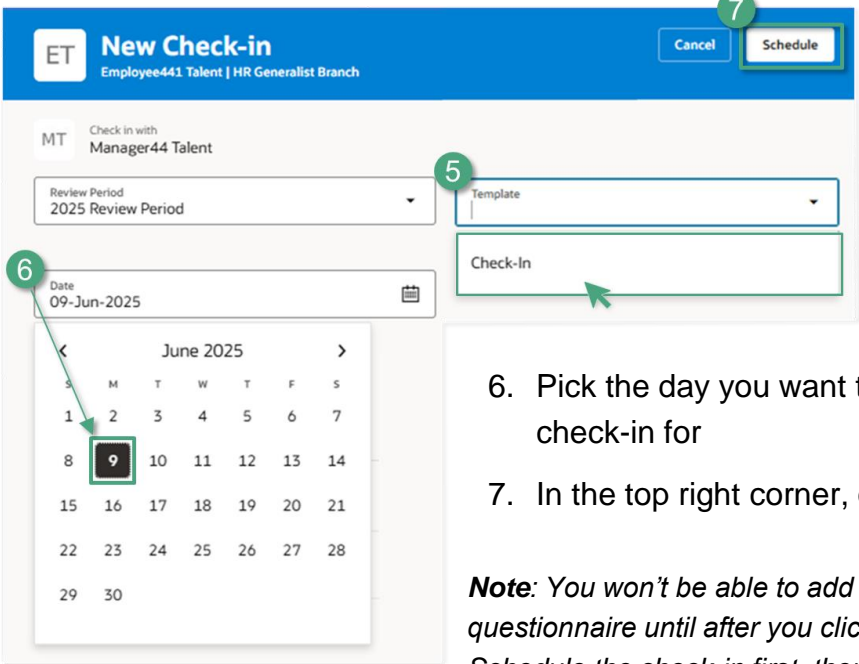
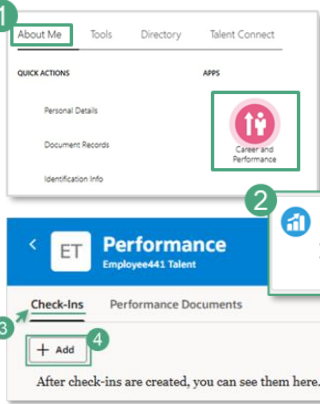


PART 1:

Schedule Check-In

1. From myHR home page, select the “Career and Performance” icon under “About Me”
2. Select “Performance”
3. Select “Check-ins”
4. Select “+Add” to start a new check-in
5. Under the “Template” drop-down, choose “Check-In”

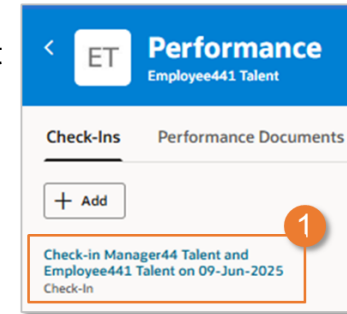


Note: You won't be able to add notes or edit the questionnaire until after you click “Schedule.” Schedule the check-in first, then reopen and follow PART 2: Edit Check-In Document

PART 2:

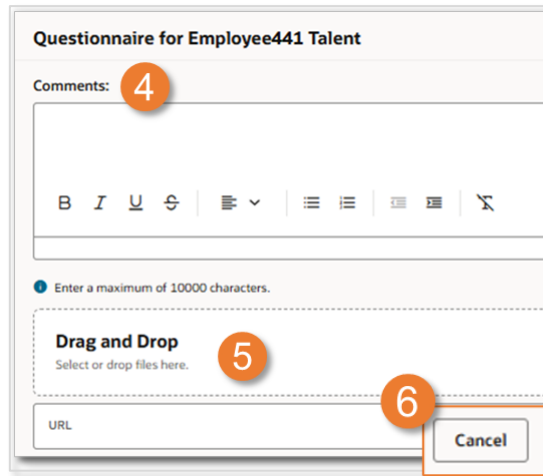
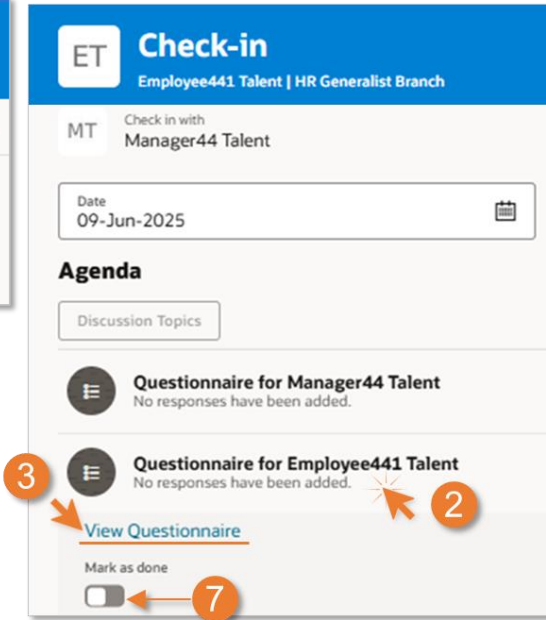
Edit Check-In Document

1. Select the check-in document you wish to edit
2. Click on “Questionnaire for Employee”
3. Select “View Questionnaire”



In the side panel pop-up...

4. Add notes for the upcoming check-in (your manager will see these)
5. Upload relevant documents via drag-and-drop, file upload, or pasted URL
6. Select “Save” in the bottom-right corner



7. Toggle “Mark as Done” if finished entering notes
8. In the upper right corner, select:
 - “Update” to save changes
 - “Cancel” to discard
 - “Delete” to permanently remove the check-in.

