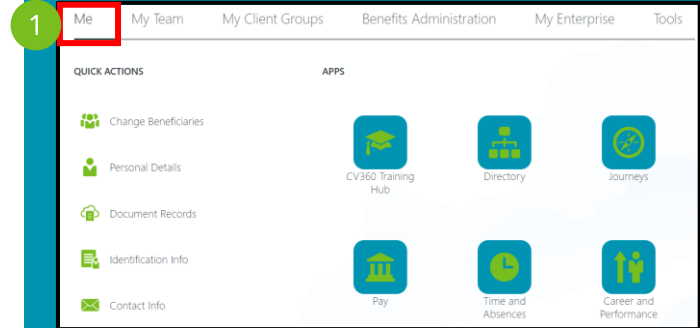


Completing the Check-In Document (Self-Evaluation)

This is an overview of the steps for employee to complete a Check-In Document in CV360 *after* receiving notification from manager.

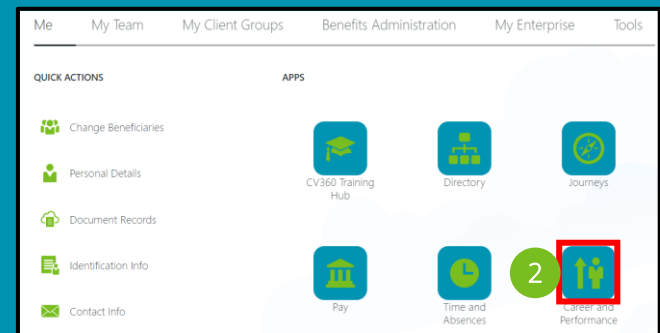
1

Select the **Me** tab from the CV360 Landing Page.



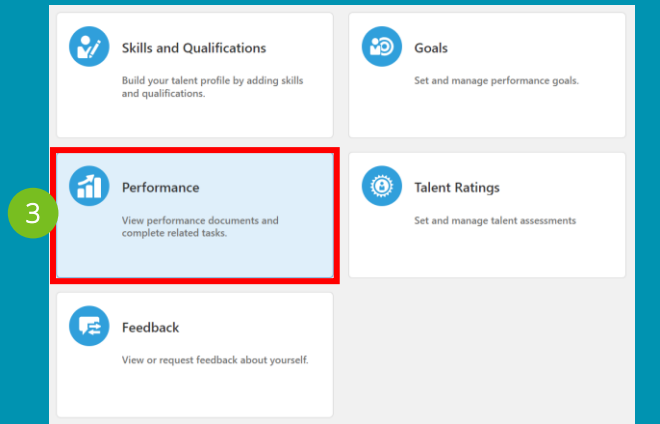
2

Select the **Career and Performance** tile from the Apps Area.



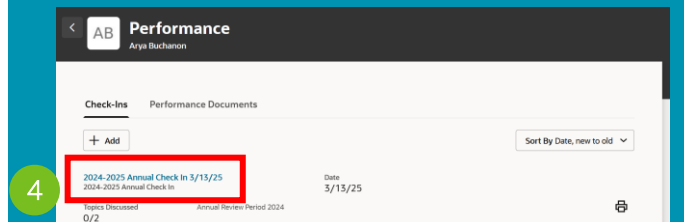
3

Select the **Performance** card.



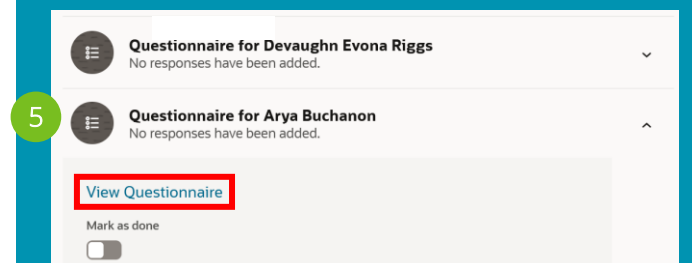
4

Select the **Check-In Document**.



5

Select **View Questionnaire**.



Completing the Check-In Document (Self-Evaluation)

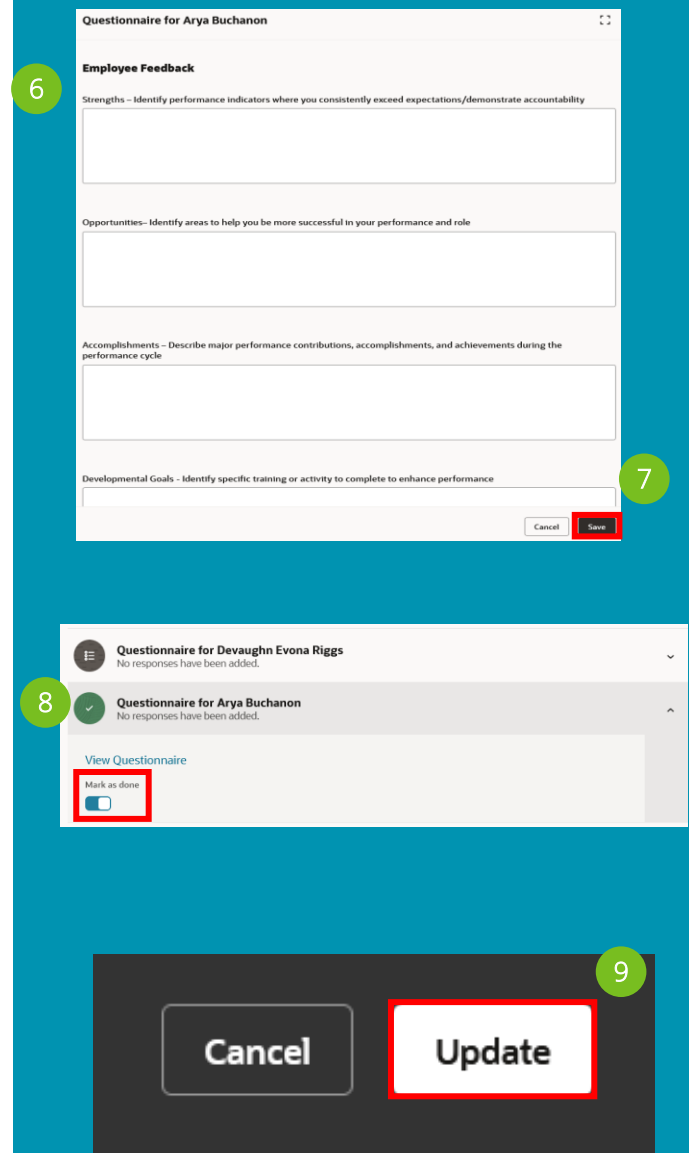
This is an overview of the steps for employee to complete a Check-In Document in CV360 *after* receiving notification from manager.

6 Enter responses in the text fields for employee feedback.

7 Select **Save** when finished.

8 Select Mark as done.

9 Select **Update**.



The screenshots illustrate the steps for completing a Check-In Document:

- Step 6:** A screenshot of the "Questionnaire for Arya Buchanon" form. It includes sections for "Employee Feedback", "Strengths", "Opportunities", "Accomplishments", and "Developmental Goals". The "Save" button is highlighted with a red box.
- Step 7:** A screenshot of the "Questionnaire for Arya Buchanon" form, showing the "Save" button highlighted with a red box.
- Step 8:** A screenshot of the "Questionnaire for Devaughn Evona Riggs" form. The "Mark as done" checkbox is highlighted with a red box.
- Step 9:** A screenshot of the "Update" button, which is highlighted with a red box.

Managers and employees' responses can be edited only up to the due date set by department head.