

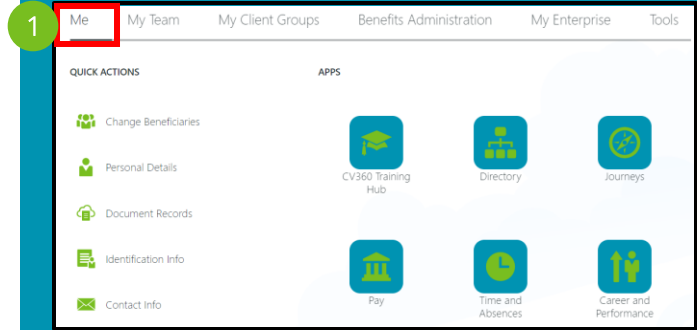
# Completing the PY2022-23 Check-In Document (Self-Evaluation)



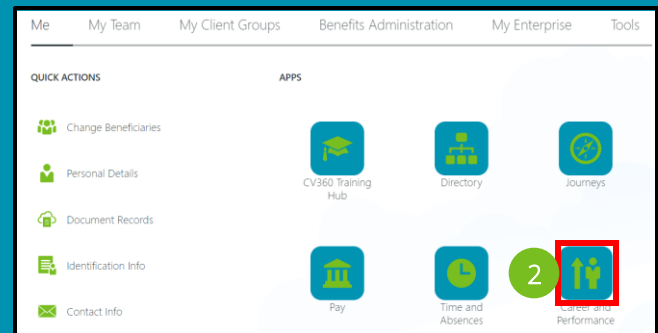
This is an overview of the steps for employee to complete a Check-In Document in CV360 *after* receiving notification from manager.



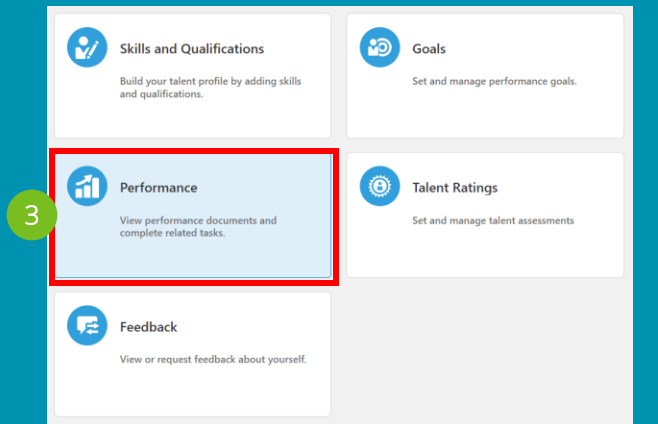
Select the **Me** tab from the CV360 Landing Page.



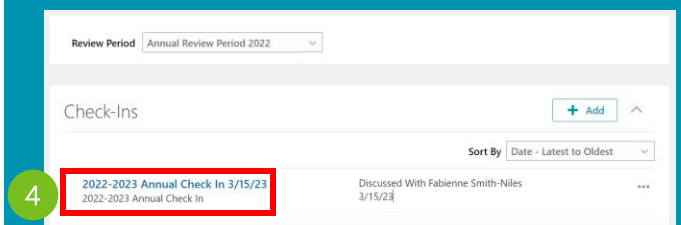
Select the **Career and Performance** tile from the Apps Area.



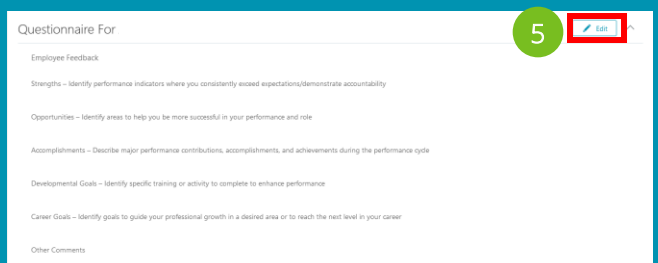
Select the **Performance** card.



Select the **Check-In Document**.



Select **Edit**.



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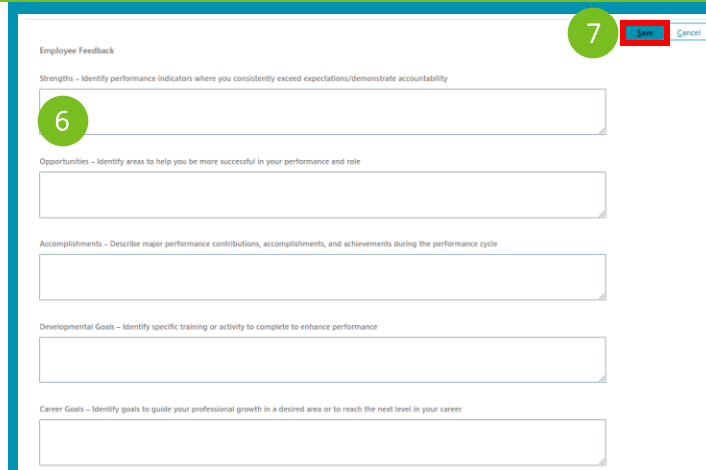
This is an overview of the steps for employee to complete a Check-In Document in CV360 *after* receiving notification from manager.

6

Enter responses in the text fields for employee feedback and General Discussion Topics (as applicable).

7

Select **Save** when finished.



Employee Feedback

Strengths - Identify performance indicators where you consistently exceed expectations/demonstrate accountability

6

Opportunities - Identify areas to help you be more successful in your performance and role

Accomplishments - Describe major performance contributions, accomplishments, and achievements during the performance cycle

Developmental Goals - Identify specific training or activity to complete to enhance performance

Career Goals - Identify goals to guide your professional growth in a desired area or to reach the next level in your career

7 Save Cancel

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



## WARNING!

Changes can only be made using the Edit feature. Managers and employees are not authorized to use the Delete feature.

The Delete feature is for Central HR use only!