Add the optional Performance worklet to your Home page using the gear icon if you don’t already have it.

Step 1: Click on the Performance worklet from your Home page.

Step 2: Click on My Check-Ins.

Step 3: Click on Create Check-In.

Step 4: The Participant field defaults to your supervisor. To change the participant, click on the menu prompt to search and select the participant you want.

Step 5: The Notify Participant field defaults to the checked status. It is best practice to leave this selected.
Step 6: Enter the **Planned for** date and **Description**. There is no **Time** field, so be sure to enter the time in the description field.

- **Planned for**: 04/29/2019
- **Description**: 1:30 p.m. - Check-In to discuss training materials for Workday tasks.

Step 7: Add a **Topic Name** (if new topic).

- **Topic Name**: Workday Training

Step 8: Add **Notes** if you'd like. **Shared Notes** can be seen by you and the Participant. **Private Notes** can only been see by you. **Remember, although the field says private, information entered here can still be requested via a public records request. Click OK.**

- **Shared Notes**: Notes here......
- **Private Notes**: Notes here......

The Check-In Participant will receive a notification.
Click on **View Check-In** to review check-in information.