

Check-In Goal Review & Reflection Employee Worksheet



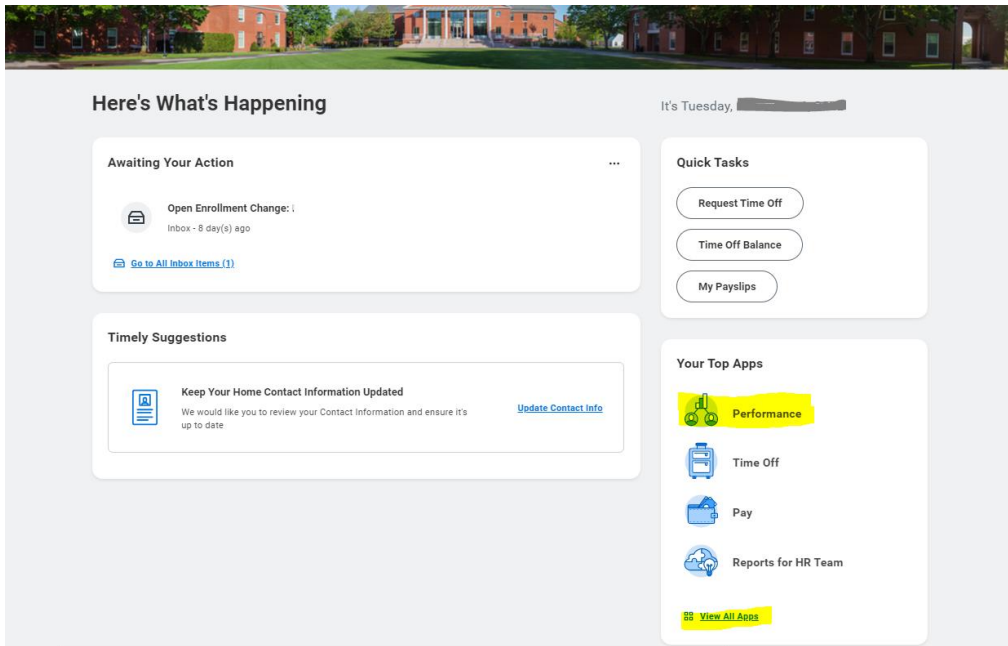
The Check-In phase of CAP is intended to take place during a joint meeting with employee and manager, but the Workday CAP Check-In task begins in the manager's inbox. Although there is no formal task in Workday, employees are welcomed to use the following worksheet to review the goals entered/approved during Kick-Off in Workday (*via the Workday "Performance" icon and by clicking "2022-2023 CAP Kick-Off" under "My Reviews") and reflect on the following questions in preparation for the conversation:

- What is one thing that has gone well for the employee? What is one thing to get better at or improve upon?
- What should the employee start or continue doing to progress towards goals and/or develop professionally? What should the employee stop doing in order to progress towards goals and/or develop professionally?

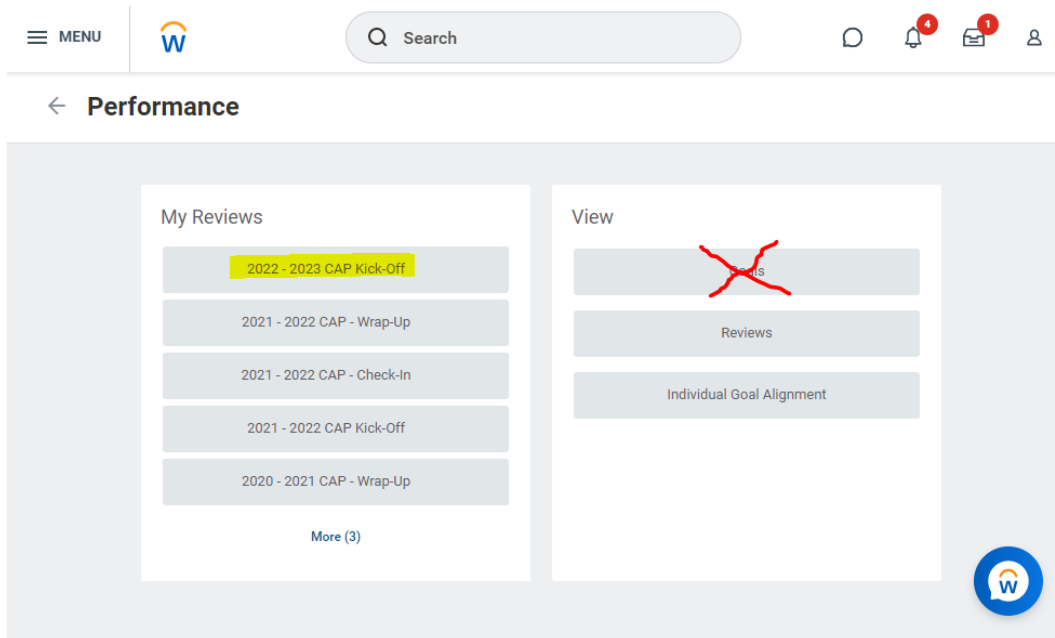
- What experiences and opportunities can be provided to assist the employee in progressing towards their goals?
- What can the manager do to support the employee's development?

***Can't find your goals? See screenshots below to help**

1. On the Workday home page, under "Your Top Apps" click the "Performance" app icon. If you don't see "Performance" under your top apps, click "View All Apps"



2. On the Performance page, click "2022-2023 CAP Kick-Off" under "My Reviews" to view a static version of the goals finalized in Kick-Off that will be rolling into the Check-In task.



Note- Do not click "Goals" under "View"- this will bring you to an ad hoc historical/cumulative goals area.
Anything added or edited there will not roll into Check-In