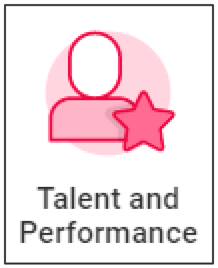
Use this job aid to manage, schedule and document check-ins with your manager and other Team Members in Workday.

## Schedule Check-ins

From your home screen:

1. Navigate to the **Talent and Performance** application.




2. In the **Talent and Performance** section, click **More** then click **My Check-ins.**
3. To create a new check-in, click **Create Check-In.**
4. The **Participant** field automatically defaults to your manager.
5. Keep the **Notify Participant** field checked if you want the participant to get a notification in Workday.
6. In the **Planned for** field, select a date for the check-in.
7. In the **Description** field, enter agenda items or talking points for the check-in.
8. In the **Attachments** field, upload any supporting documentation if desired.
9. In the **Manage Topics** field, add a topic if desired.
10. Click **Save**.

## Manage Check-ins

1. In the **Talent and Performance** section, click **More** then select **My Check-ins.**
2. Select a check-in and in the **Action** field and click **Edit, View or Delete**.
   - If you select **Edit,** you can update the description of the check-in, include attachments or manage topics related to this check in. Click Save when finished editing.