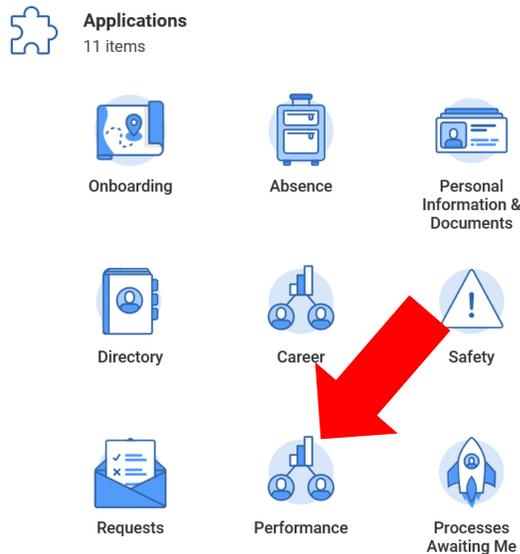




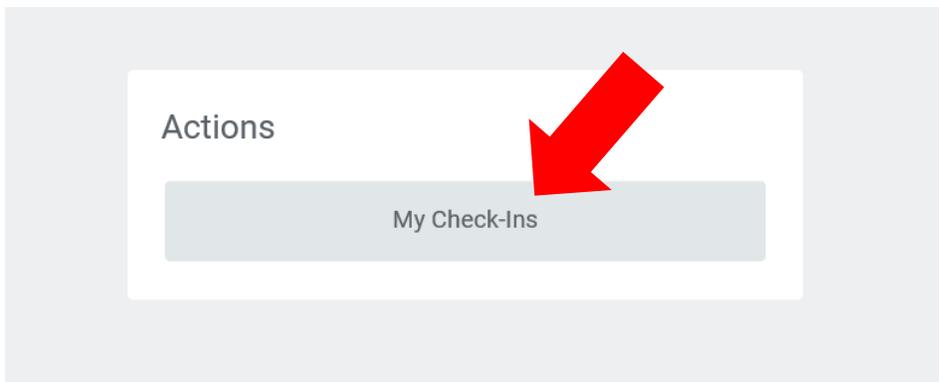
Locating a Quarterly Check-in in Workday

This step-by-step instruction shows you how to locate your quarterly check-ins within Workday.

1. Log into Workday.
2. Click on the Performance Worklet.



3. Click on **My Check-Ins**.



4. You'll see a list of the check-ins that have occurred between you and your manager.
5. Click on the blue link in the topic field and it'll open up the notes from that check-in for your review.

Check-Ins Topics

Create Check-In Archive Check-Ins

Turn off the new tables view

11 items

Check-In	Participant	Topics	Action
04/26/2022	Melissa Aerne	Q1 2022 Check-in	Edit ▼
12/21/2021	Melissa Aerne	2021 Q4 Check In	Edit ▼

