



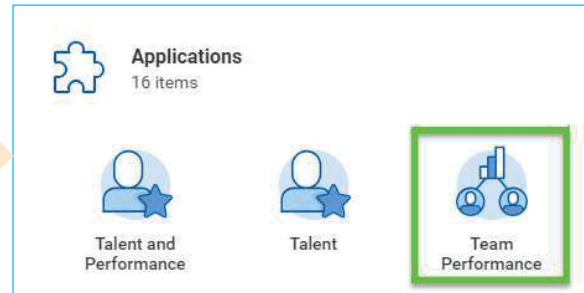
A.C.E. Check-in Journal

How To **Start** the A.C.E. Check-in **Journal**



Main Access:

Team Performance Application >
Start Review



Team Performance

Track My Team's Goals

William Worker
Update team website and resource center by Q3.
Due Date: 07/31/2018

Edith Employee
Present new team intranet resource page to team at large by Q3.
Due Date: 10/01/2018

View More

TRP - Potential & Performance Matrix

Performance	High	Medium	Low
High	High Professional 2	Versatile Talent 5	Consistent Star 3
Medium	Solid Professional 3	Key Performer 5	Future Star 6
Low	Mismatched Performer	Inconsistent Performer	Emerging Performer

Managers will now initiate the
A.C.E. Check-In Journal for a
particular month for an employee



Start Review

Start Review

A.C.E. Check-in Journal: How To Start



How To Start

1. Select an **Employee**. *Required*
2. Select a **Review Template** (Month).
Required
The period start and end dates will auto-populate
3. Click **Submit** to initiate
4. Click **Open**



Still an OPTIONAL tool.

At minimum, should be used to capture performance issues.
What's changing? what you capture and submit in your
A.C.E. Check-in Journal will now be visible to your employee.

Once you need an official PIP, contact local HR for guidance.

A.C.E. Check-in Journal: How To Complete



How To Complete

1. Click **edit** icon per question to access a text box.
2. Provide response in **Answer** text box.
3. Click **Checkmark** to save when complete.
4. Click **Next**.



ACE check-in questions:

1. What is going well?
2. What is not going well?
3. What obstacles are getting in your way?
4. Other Topics (*Optional - to include any other topic from the A.C.E. Check-in Guide to be discussed*)

Workday allows you to view **feedback received** about your employee within the A.C.E. Journal .



Feedback

1. Click the count next to **Anytime Feedback** and/or **Requested Feedback** to view feedback received over the past four months.
2. Click **Next**.

The screenshot displays the A.C.E. Check-in Journal interface with three main sections:

- A.C.E. Check-in Questions:** This section contains a question "What is going well?" with a count of 1 and an edit icon. Below it are fields for "Manager Evaluation" and "Answer".
- Answer:** This section shows the answer "Edith is very good at leading the team informally. She doesn't need a title to get people to follow her." with a count of 2 and a "Next" button.
- Feedback:** This section shows "All Feedback" with a count of 1. It includes a table with two rows: "Anytime Feedback" and "Requested Feedback", both with a count of 1. A "Next" button is located at the bottom right.

It is not required that you answer all of the questions but it is highly recommended.

A.C.E. Check-in Journal

Summary and Submit

A summary view of the A.C.E. Check-in Journal will appear.

1. Review your entries. **Edit** where applicable.
2. Click the **Submit** button to share with your Employee.



Once submitted,
your Employee will be able to view
your completed A.C.E. Check-in Journal



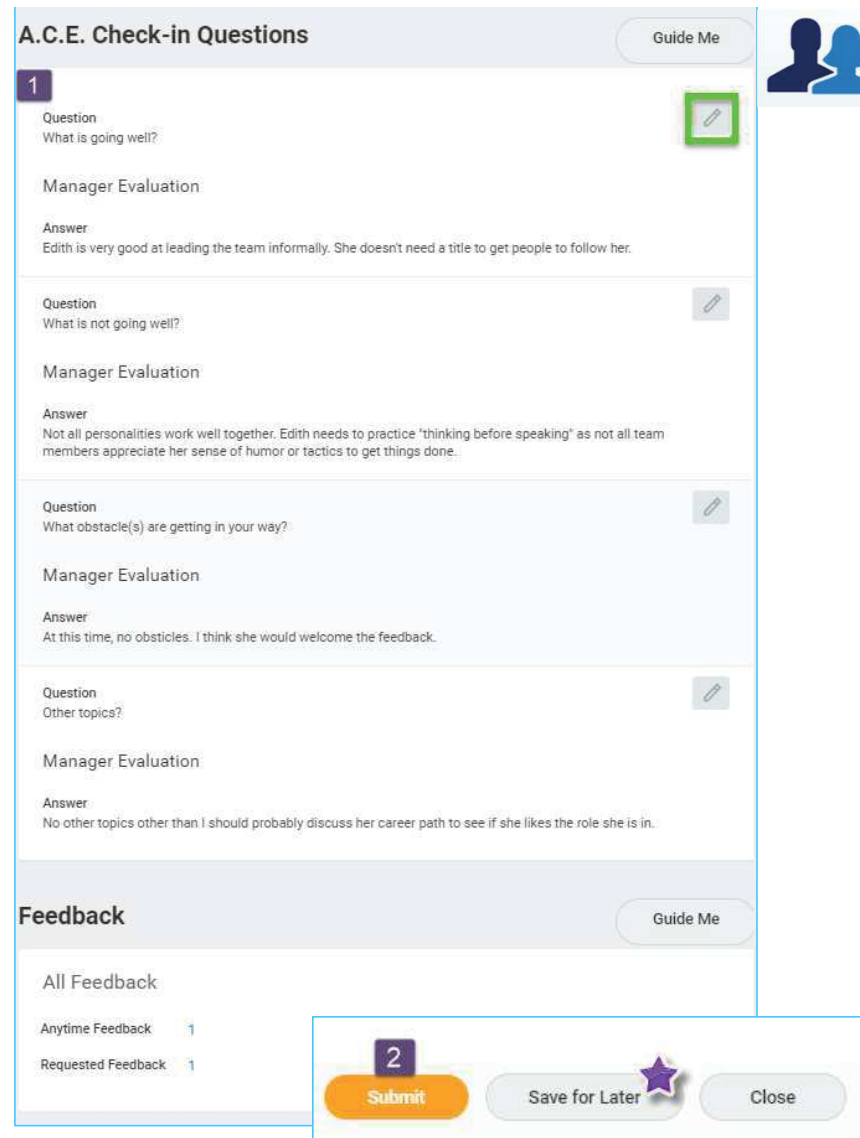
TIP:

Summary view too long? Click the **Guide Me** button to return to the guided view for a specific section.

TIP:

Not ready to submit? Click the **Save for Later** button and save the worksheet as a draft.

You can access it from your Workday Inbox later.



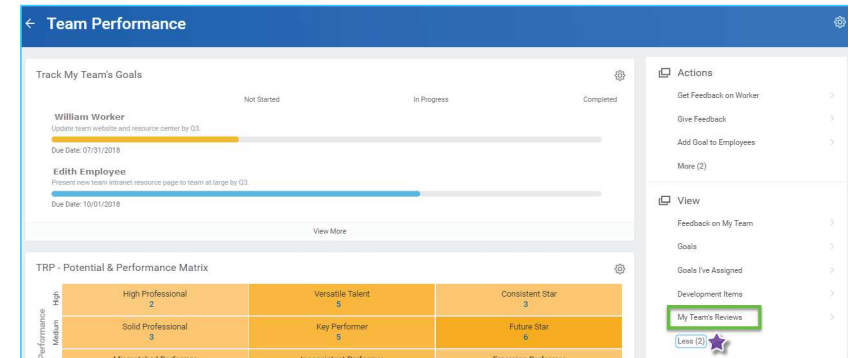
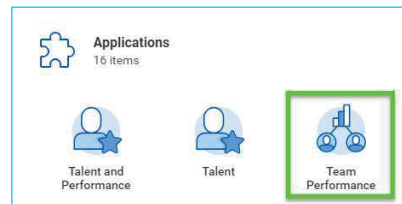
The screenshot displays the 'A.C.E. Check-in Questions' interface. At the top right is a 'Guide Me' button and a user profile icon. The main content area shows three entries, each with a 'Question', 'Manager Evaluation', and 'Answer' section. Entry 1 is highlighted with a green border. Entry 2 has a blue border. Entry 3 has a light blue border. Each entry has an 'Edit' icon (pencil) in the top right corner. Below the entries is a 'Feedback' section with a 'Guide Me' button. The feedback section lists 'All Feedback', 'Anytime Feedback' (1), and 'Requested Feedback' (1). At the bottom right, there is a 'Submit' button (orange), a 'Save for Later' button (grey) with a purple star icon, and a 'Close' button (grey). A purple star icon is also visible next to the 'Save for Later' button.

How to **Access** and **View** Previous A.C.E. Check-in Journals



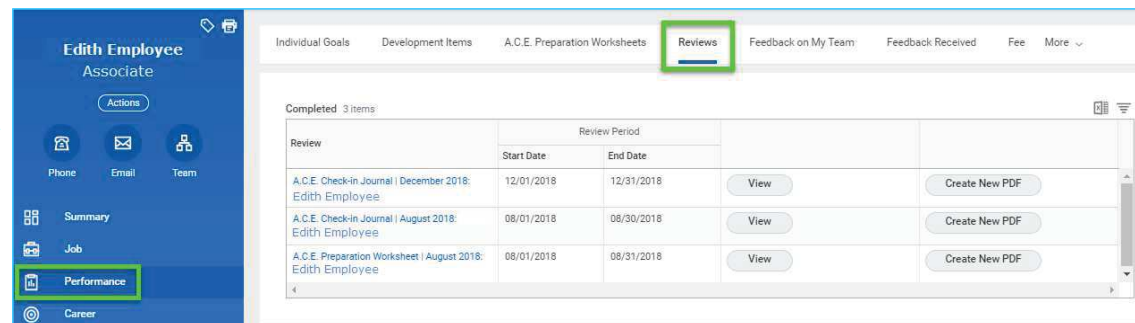
Main Access:

Team Performance **Application** >
My Team's Reviews

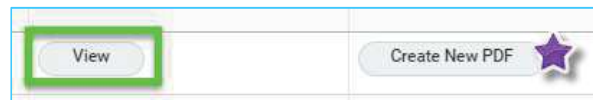


- Or -

Worker Profile > Performance >
Reviews



A.C.E. Check-in Journals will display **In Progress** and **Completed**. Click the **View** button to view the details of the worksheet.



TIP: Want a copy of the journal? Click the **Create New PDF** button. The printout will be in your [Workday notifications](#).