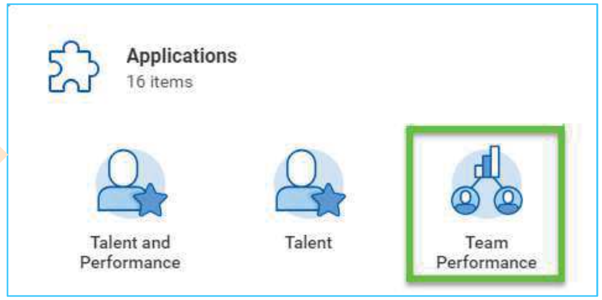
A.C.E. Check-in Journal

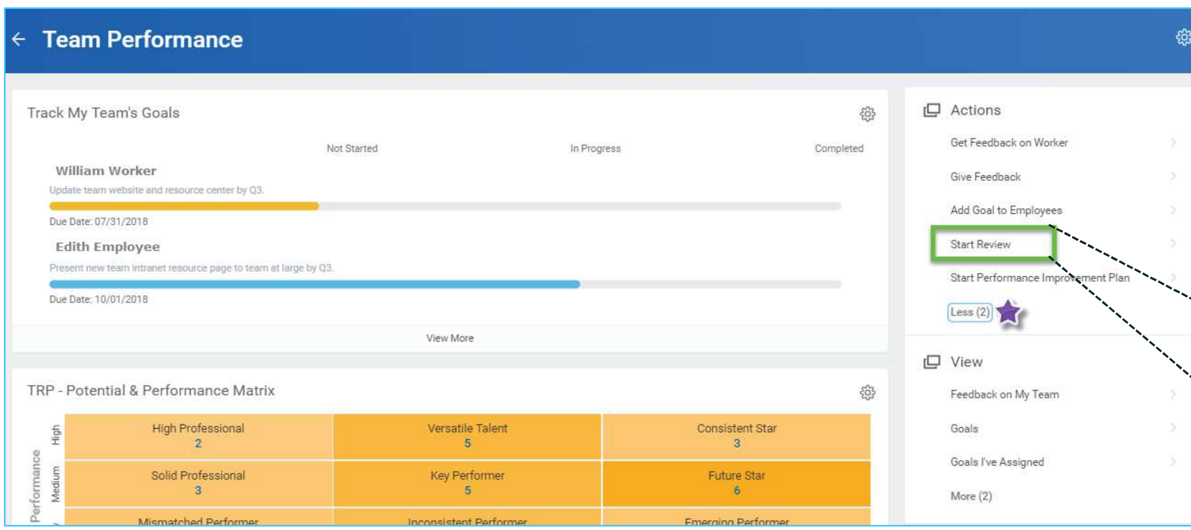
Baxter

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

Main Access:

Team Performance Application > Start Review



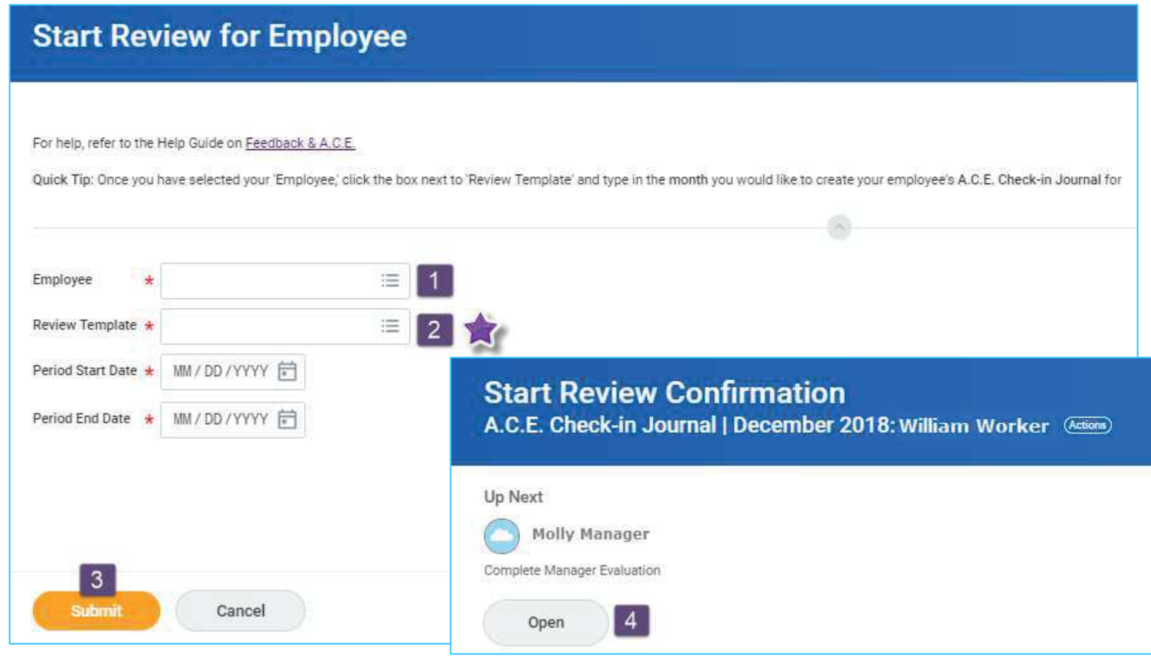


Managers will now initiate the A.C.E. Check-In Journal for a particular month for an employee

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.

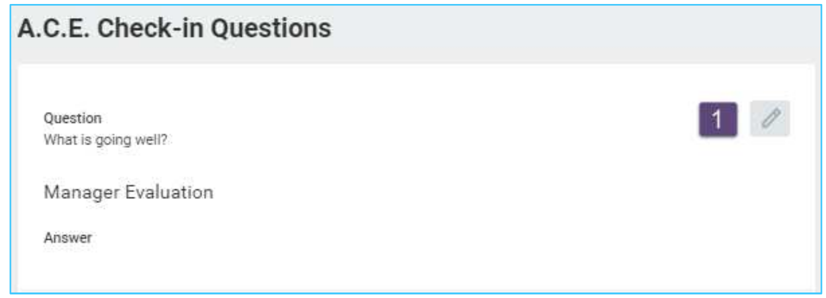
A.C.E. Check-in Journal: How To Complete

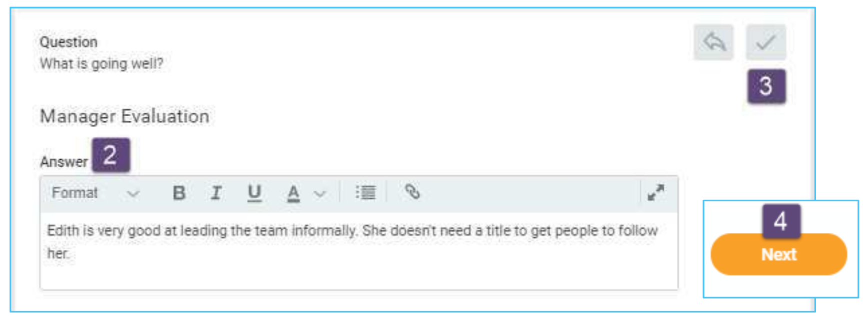
How To Complete

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**.

N **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)*

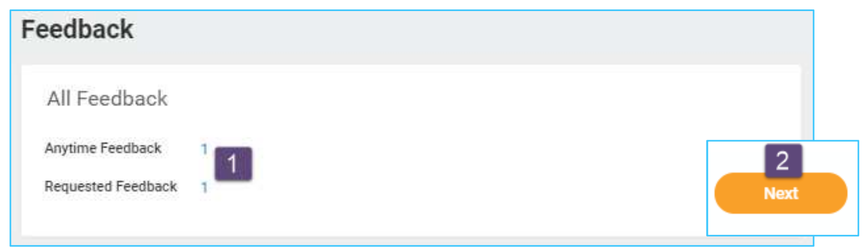




Workday allows you to view **feedback received** about your employee within the A.C.E. Journal .

N 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**.



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**

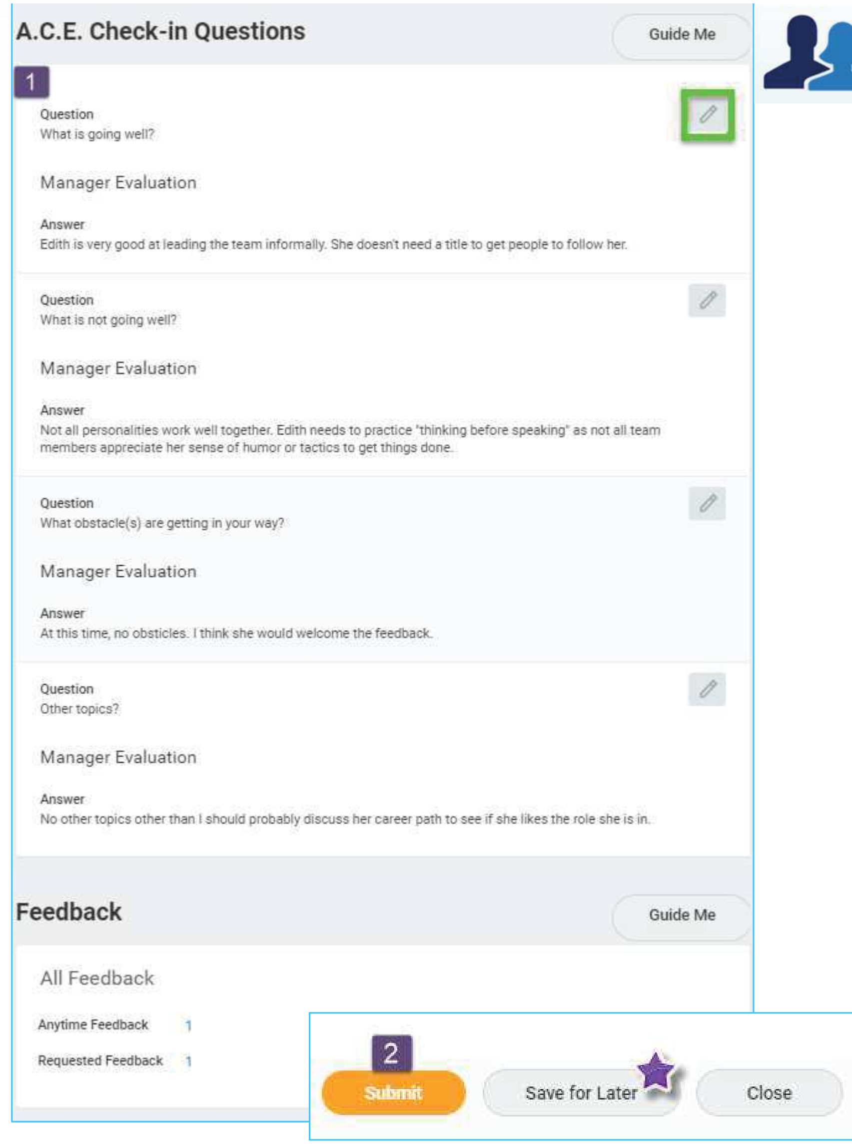
A summary view of the A.C.E. Check-in Journal will appear.

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

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

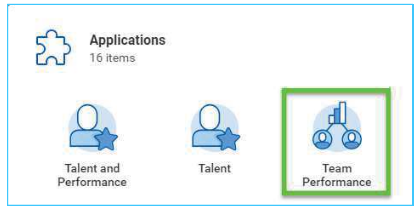
TIP:
Summary view too long? Click the **Guide Me** button to return to **the guided view for a specific section.**

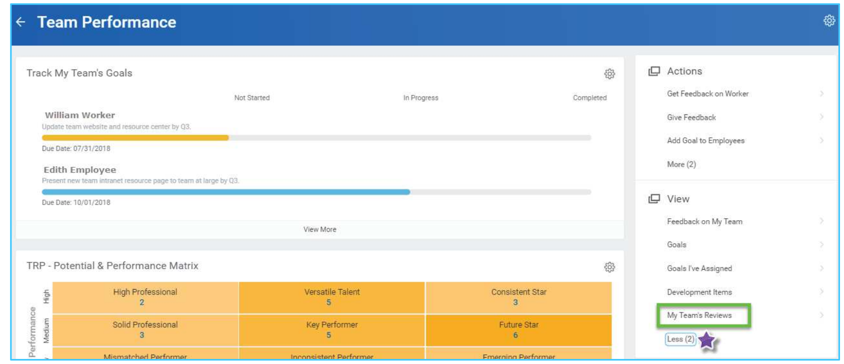
TIP:
Not ready to submit? Click the **Save for Later** button and save the worksheet as a draft.
You can access it <u>**from your Workday Inbox**</u> later.



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

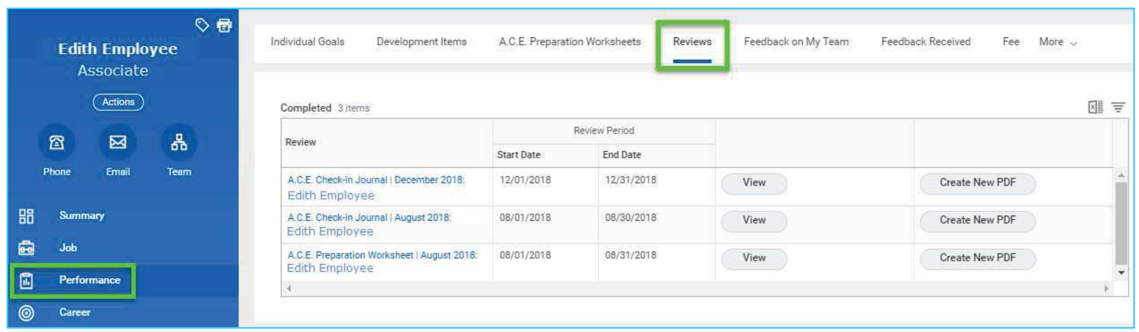
Main Access:
Team Performance **Application** >
My Team's Reviews





\- 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.**