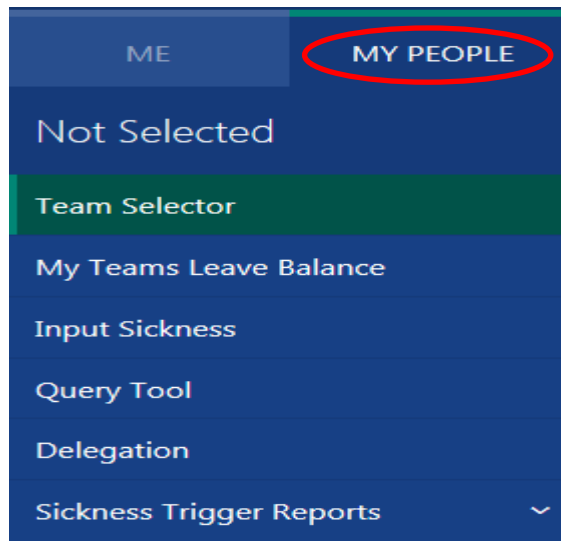# How to Record Team Checks

This module allows you to record the date that you held an Employee Review and Development (ERD) meeting with each employee in your team.
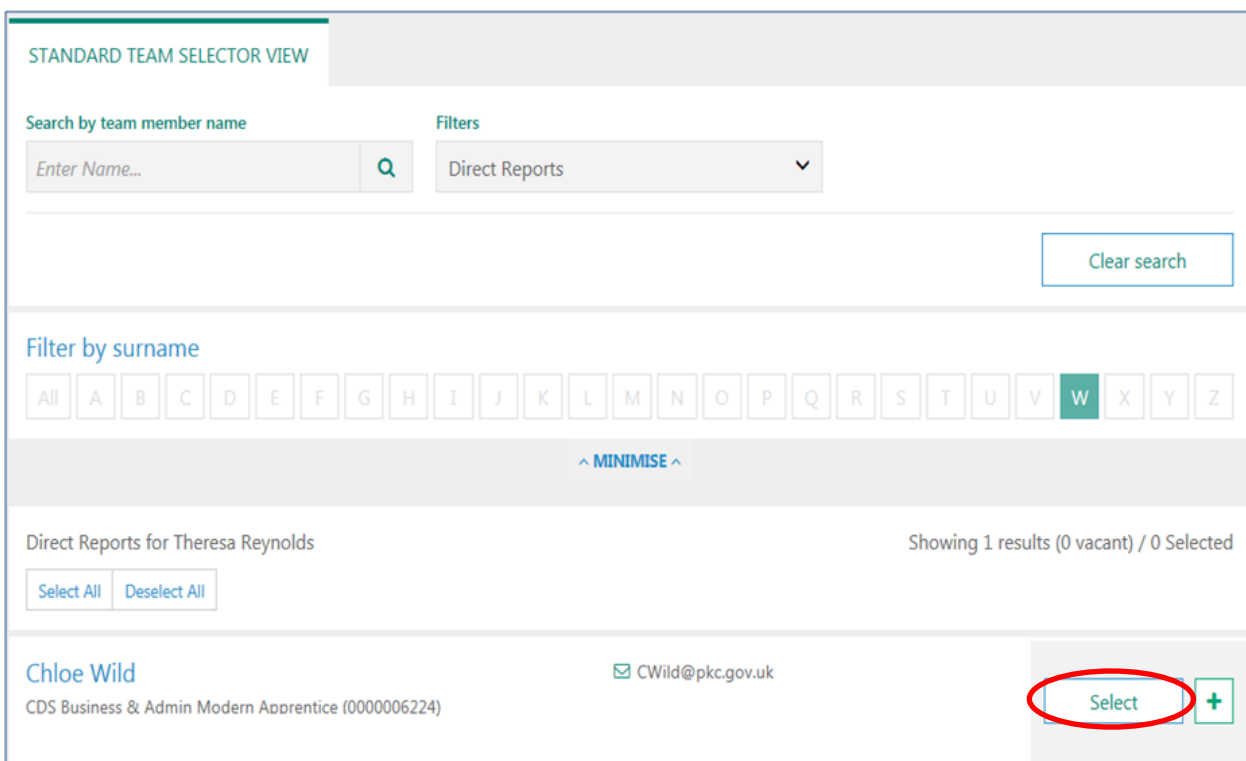
Access to Module

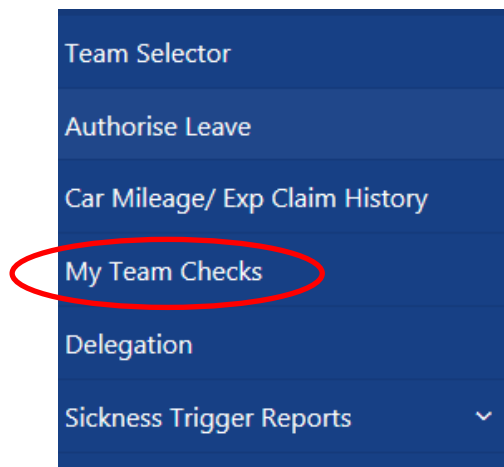- Log into MyView Dashboard, then click on **My People**.

Team Selector will highlight to show a list of your direct reports.

- Click **Select** for the employee you wish to enter the ERD date.

- Click on **My Team Checks**

- Click on **Create**

- If the employee has more than one post, click into **Post** box and select the relevant post.

- Then click in **Type** and select from the list shown.

- **Annual** – For once a year meetings
- **Initial** – For new employees to PKC or employees who have changed post, within eight weeks of commencement of employment.
- **Interim** – For meetings held more than once a year, e.g. six monthly.

- Click **Next** once the relevant type has been entered.

- Enter the date completed by clicking on the calendar icon or entering the date manually.

- Click on the **Status** box and select **Completed** – *please do not select any of the other options.*

- Ignore the Result box and click on **Submit.**

Information will be sent to the core system, where it can be reported on for Service Management Teams.