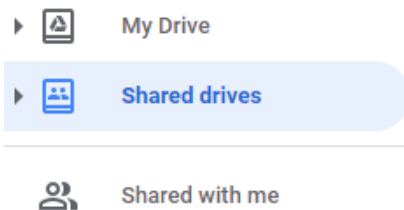
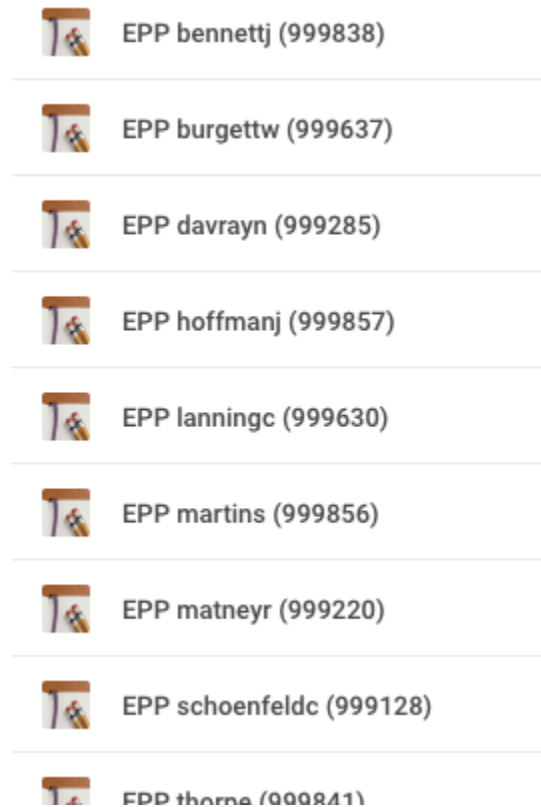


## Accessing Employee Performance Program Shared Drives from the Sidebar Menu

To access the Employee Performance Program folders, start by logging into Google drive by going to <https://drive.google.com> and logging in. Once you are logged in, click the “Shared Drives” link in the Left sidebar to view all your Shared Drives.






Any Shared Drives related to the Employee Performance Program are named `EPP username (position number)`. Double-Click on the drive name to open it. Each Shared Drive has one file in it called `EPP username Check-in`. You can use this document to record your Check-In Conversations, and/or add other documents to this drive for collaboration.




# Searching Employee Performance Program Content

All of the information in your Employee Performance Program Shared Drives is searchable. If you wish to search for a document, type it in the "Search Drive" search box at the top of screen and press enter.

 EPP schoenfeldc  

### Search results

Name
 EPP schoenfeldc Check-in 