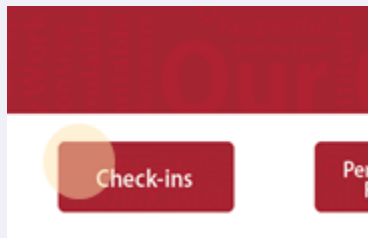


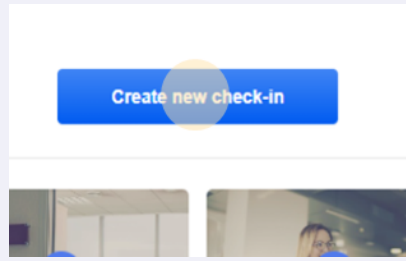
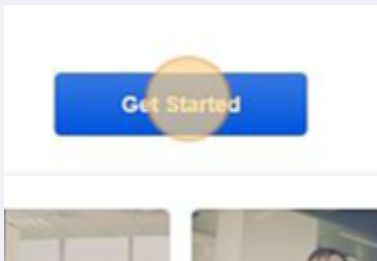
Guide To Starting a 1:1 Check-In

Check-in's should be initiated 1-2 weeks prior to the scheduled meeting date to allow for contribution to the check-in prior to meeting.

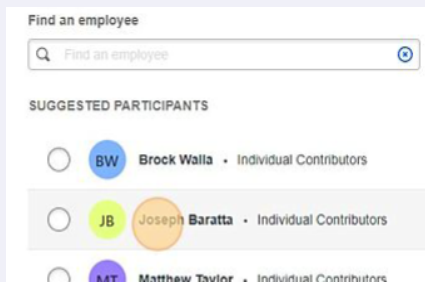
1 From the welcome page, Click on "Check-ins"



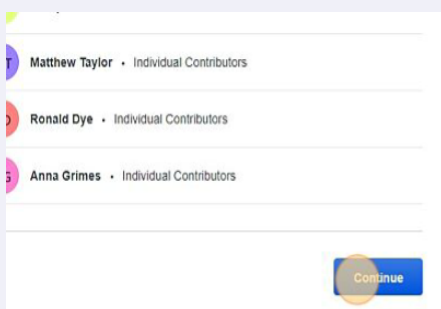
2 Click "Get Started" OR "Create New Check In"



3 Choose the person you wish to have a check-in with from your suggested contacts OR search for the person using the "Find" option. Click on the name to proceed.



4 Click "Continue"



5

Choose the template that you wish to use.
Review the "details" about the template before proceeding to the next step.

Choose a check-in template

1:1 Employee Lead (2023)
This template is used when an employee initiates the 1:1 Check-in with their supervisor.

Complete this check-in before your meeting to gain guidance, support, and feedback on work performance, career aspirations, and personal development goals. [Details](#)

Once the check-in meeting is done, finish up your notes and mark it as a completed check-in.

1:1 Supervisor Lead (2023)
This template is used when a supervisor initiates the 1:1 check-in with a team member. It is used to document and help guide your 1:1 discussion meetings. You can use these frequent check-ins with the team members to discuss the challenges, strengths of near-term work, guidance or support needed, and provide feedback on work performance, career aspirations, and personal development goals. You can use it as often as you need. [Details](#)

Instruction: Initiate this check-in before your one-on-one meeting; you and the team member can contribute.
Once the check-in meeting is done, finish up your notes and mark it as a completed check-in.

Blank Template
Create and customize your own check-in from scratch. [Details](#)

6

Click "Continue"

own check-in from scratch [Details](#)

[Continue](#)

7

Click the "First Meeting Date" field.
Enter the date that you will be meeting in person for the 1:1 session.

🔒 Locked by administrator

*** Meeting Frequency**

As Needed (Suggested) ▾

🔒 Locked by administrator

*** First Meeting Date**

Select a date for your meeting, this can be changed later

🔒 Locked by administrator

TOPICS

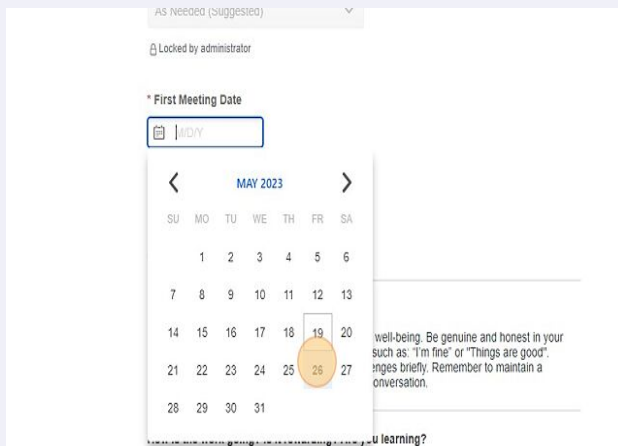
How are you doing?

Provide a concise response indicating your overall well-being. Be genuine and honest if answer. Keep it simple: avoid usineterms/phrases such as: "I'm fine" or "Things are good"

8

Choose the date with the calendar feature.

Note: that you will have to schedule the actual meeting in Microsoft Outlook outside of the cornerstone system.



9

Click "Confirm"

als. Identify specific aspects or opportunities that contribute to your career
ion any areas where there may be a misalignment or room for improvement.
r evidence to support your assessment.

ervisor better support you?

as where you feel your supervisor could provide better support. List the
ts or actions that would benefit your work or development. Provide brief and
s on how your supervisor can enhance their support.

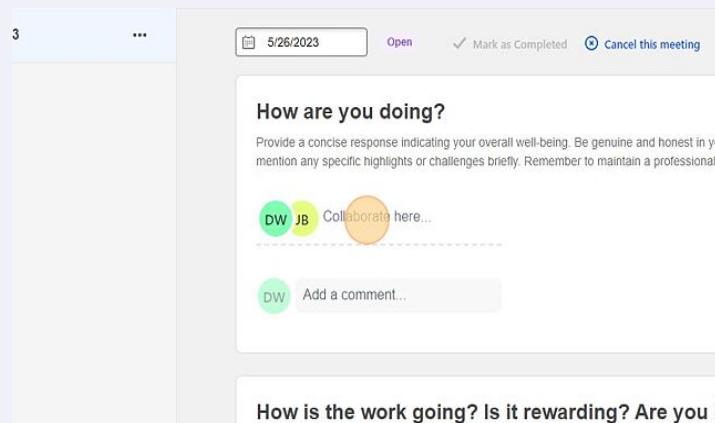
ffect on any additional topics or concerns you would like to discuss. List any
ints that you feel are important to address. Be concise and prioritize the most
r questions you have.

Confirm

9

Now the 1:1 meeting is ready for collaboration.

The employee should begin to populate this and the supervisor can contribute notes from the meeting.



An email will then be sent to both the sender and receiver of the 1:1 to let them know a check-in has been created.

See "Guide to completing 1-1 Check-in - Employee" for the next steps