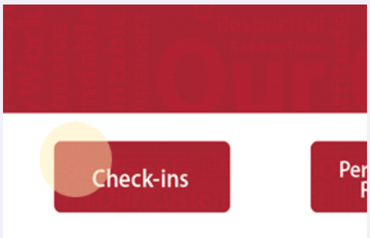
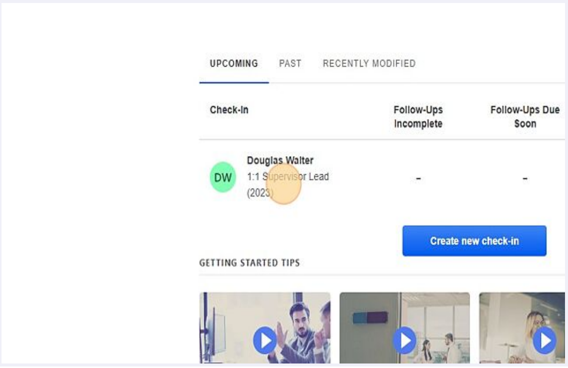
Completing a 1:1 Check-in - Employee

After a 1:1 check-in is initiated, then the employee should begin to populate the check-in.

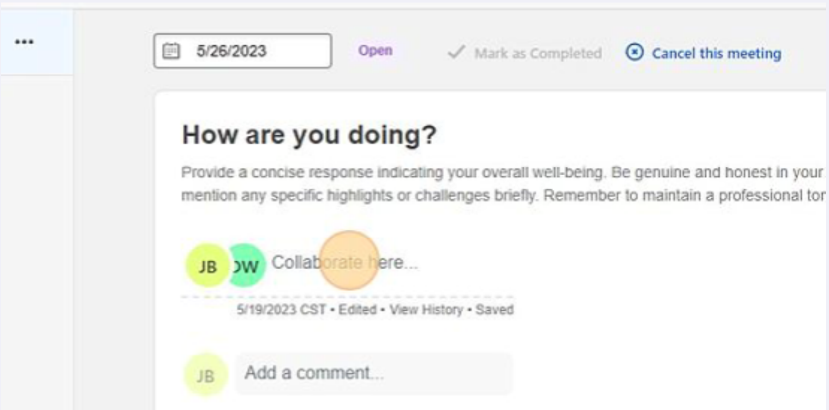
1 Login to cornerstone and on the welcome page click "Check-ins"



2 You can view your 1:1 sessions. Choose the upcoming session, click the check-in to proceed



3 Now you can begin to the populate the form. *See next page for more details on how to complete it.*



How is the team doing? Any issues or things that are working well?

Assess the overall team dynamics and performance. Identify any issues or challenges that the team is facing. Highlight positive aspects or things that are working well within the team. Provide specific examples or evidence to support your assessment. Be concise and focused in your response.

KN NV Collaborate here...

Collaboration space - After the meeting actions/comments can be added here

KN Add a comment...

Employee can enter responses here

How are you doing?

Provide a concise response indicating your overall well-being. Be genuine and honest in your answer. Keep it simple; avoid usingterms/phrases such as: "I'm fine" or "Things are good". Optionally, mention any specific highlights or challenges briefly. Remember to maintain a professional tone and consider the context of the conversation.

KN NV Collaborate here...

NV Please make sure to answer this question

As the supervisor adds items, the supervisor comments will show separately here

5/24/2023 CST • Edited • View History • Saved

KN Working hard on projects

5/24/2023 CST • Edited • View History • Saved

You have tools available - Bold, Italics, Underline, Strike thru, Bullet Points, Numbering and hyperlinking

How are you doing?

Provide a concise response indicating your overall well-being. Be genuine and honest in your answer. Keep it simple; avoid usingterms/phrases such as: "I'm fine" or "Things are good". Optionally, mention any specific highlights or challenges briefly. Remember to maintain a professional tone and consider the context of the conversation.

NV KN

Collaborate here...

B *I* U ~~S~~

You can use a combination of these tools.

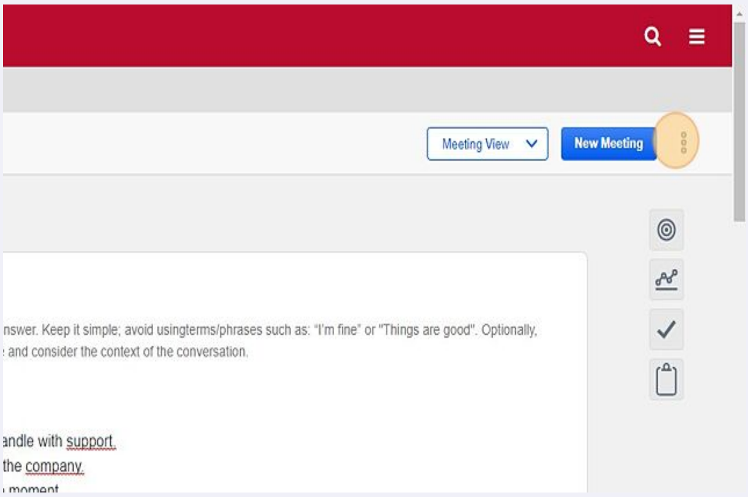
Simple hit "enter" at the of the line to put space between the lines

NV

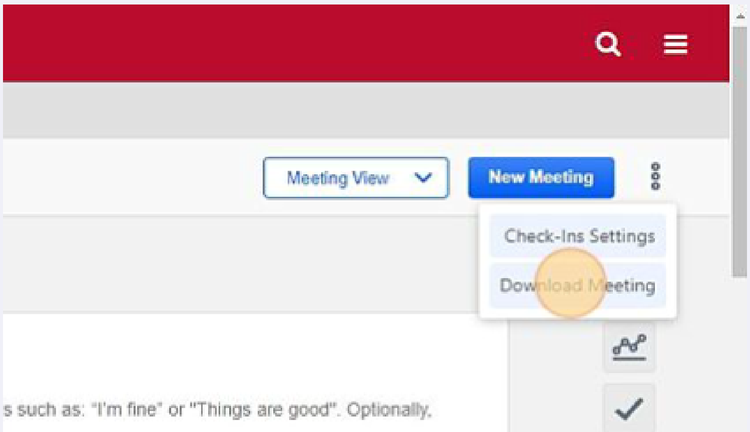
- I am doing well
- Would like more work

1. We need to work on things

4 Before the check-in print off the PDF to bring to your meeting

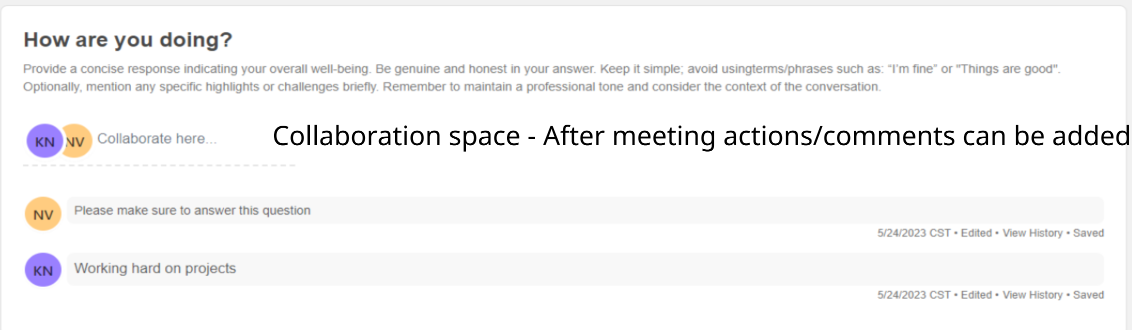


5 Click "Download Meeting"



Wrap- Up:
AFTER the 1:1 check-in session

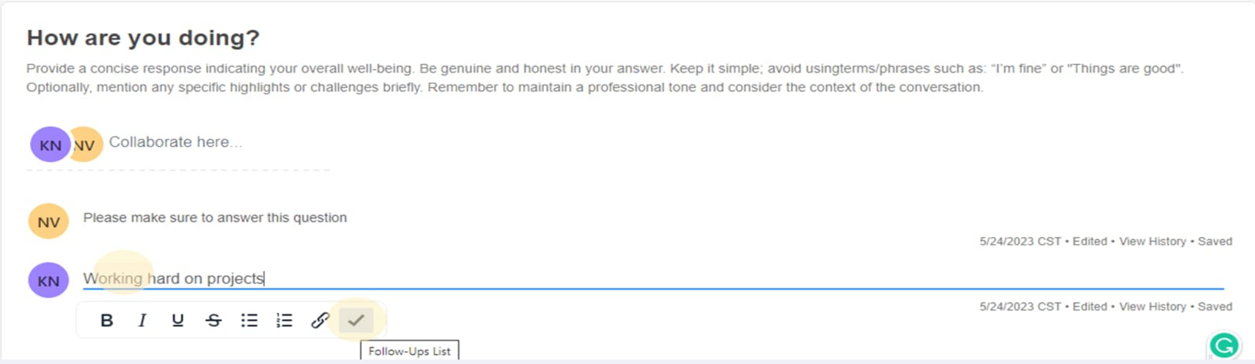
6 Finish populating the check-in with topics discussed. You can add tasks. see page next for more details on adding follow-up tasks.



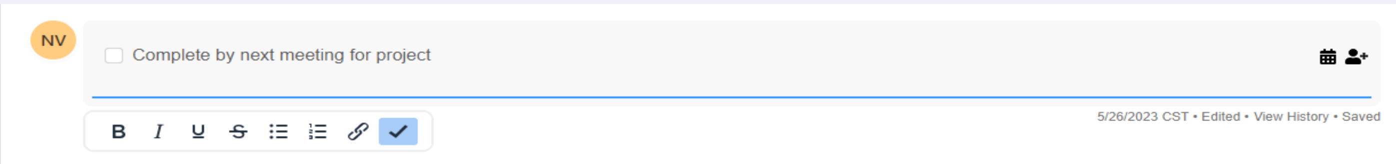
Collaboration space - After meeting actions/comments can be added here

In the 1:1 check-in, you can add "Follow-Up" Tasks

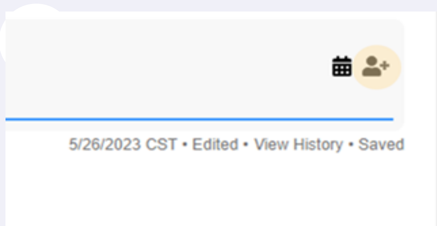
1 To add a task click into the area that you want to add the task.
Then click on check mark.



2 In the 1:1 session you can add "Follow-Up" Tasks. Sample here

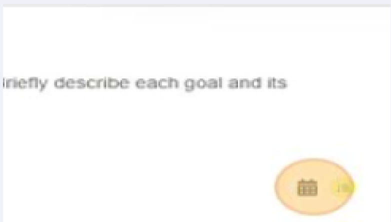


3 To add a tasks: Click on people icon

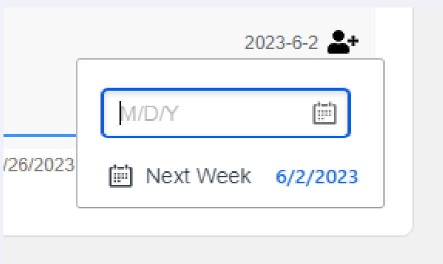


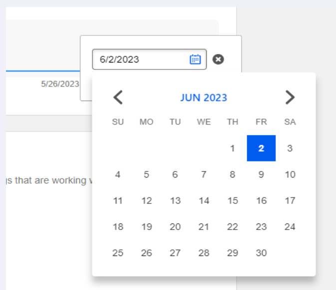
4 Choose the name to assign the task to

5 choose the date to assign the task deadline



6 Click on the date to change the due date.





See "Guide to Check-in Follow-Up's" for the close out of follow-up items