

## 1:1 Check-in Meetings

### The process

1

Schedule the 1:1 meeting via Outlook calendar appointment.

2

1-2 weeks before the 1:1 check-in, initiate the check-in form in the Cornerstone system.

*Tip: set a reminder to do this step when you schedule the 1:1 meeting in Outlook.*

3

Meeting Preparation & Agenda: The employee will take some time to populate the Cornerstone form before the 1:1 meeting. The supervisor can contribute as well. This 1:1 form will help serve as a guide for the meeting agenda.

4

The supervisor reviews the 1:1 form briefly before the meeting

5

Both bring a printed copy to the 1:1 meeting to use as the agenda

6

During the meeting: Make notes on your printed copy.



After the meeting: Employee & supervisor update form in the Cornerstone systems with notes and follow-up tasks



The supervisor closes the 1:1 in so that it is marked complete



Schedule follow-up 1:1 check-in meeting(s) if needed

Employees may have follow-up tasks of their own to complete. Once done, return to the Cornerstone system and mark those items as complete.

- 15-30 minutes to populate the online form
- Honest feedback and input
- 1:1 Meetings are paid time. So is preparation for the 1:1 meeting. Should be placed under Human Resources on your timecard.
- 1:1 Meeting Duration: Plan for no less than 30 minutes. The location to host these one-on-ones is your choice, onsite or offsite. Get lunch or coffee, and we have small conference rooms too!

Employee Scheduled Meeting  
June to August  
One minimum

Supervisor Scheduled Meeting  
September to November  
One minimum

You can have as many 1:1 meetings as you and your supervisor would like to

