Cornerstone Check-Ins: FAQs

1. **Who needs to do a Check-In?**
   All staff, including hourly and temp hourly employees, should plan to have regular check-ins with their supervisors. There should be at least 3 done per year – one in the fall, one in the spring, and one in the summer.

   Faculty are exempt because they follow a different process.

2. **How will I know if someone schedules a Check-In with me?**
   We expect most people will schedule a time for their conversation in Outlook.

   In addition to that, when one participant creates a Check-In in Cornerstone, Cornerstone will send a notification to the other participant. There is no notification when documents are added to the Check-In Folder.

3. **If I've already documented a Check-In outside of Cornerstone, what should I do?**
   You have two options:
   a) Copy and paste your conversation into a Check-In Conversation, or

   b) Upload the document to the employee's Check-In Folder, **AND**
   c) Create a Check-In Conversation for the date the conversation occurred and indicate that it is captured in the Check-In Folder (this is for reporting purposes).

3. **How should I name files that I upload to the Check-in Folder?**
   Name the files in this format: YYYY_MMM_Conversation.extension

   For example:
   2021_JAN_Conversation.pdf, or
   2021_JAN_Award.pdf if you want to upload an award as supporting documentation

4. **Can I delete files from the Check-in Folder?**
   You can delete files that you uploaded. You cannot delete files your supervisor uploaded.

5. **Help me understand the difference between a Check-In Conversation and the Check-In Folder.**
   The Check-In Conversation is found in Cornerstone under Performance>Check-In. It is an area that allows participants to write collaboratively and assign to-do's which will be tracked. In addition, each participant can add notes that only they can edit.

   The Check-In Folder resides in the employee's Universal Profile.

6. **How do I reach my own Check-In Folder?**
   To reach you own Check-In folder, go to Home> Universal Profile > Snapshot > Documents.

7. **How do I reach the Check-In Folder for Someone Who Reports to Me?**
   To reach the Check-In folder for someone who reports to you, go to Home > Universal Profile > Snapshot and click on View Team (upper right). Choose the employee from the list (or drill down to another layer to their direct reports). Choose the employee to see their universal profile; you can access Snapshot>Documents from there.

8. **Can an indirect manager see the contents of a Check-In Conversation?**
   Only the participants of the Check-In can see the contents of the conversation. Reporting will allow indirect managers to see that Check-Ins have been created and scheduled.

   A supervisor can create a .pdf and share with the indirect manager if needed. Also, indirect managers can see the contents of the Check-In Folder in Snapshot.

9. **How long are Check-Ins visible?**
   You should always have visibility of Check-Ins you participated in. The list of initials on the left-hand side of the Check-In page allows you to go access the Check-Ins for the employees listed, even if you no longer have an employee-supervisor relationship.

10. **Check-Ins keep an edit history. Should I take this into consideration?**
    If you want to tweak your writing without the iterations being accessible, you may find it helpful to collect your thoughts and revise outside of Cornerstone. You can quickly cut and paste into Cornerstone.

11. **In my Check-In Conversation, why isn't the Follow-up icon creating a follow-up item?**
    Be sure you are using the Follow-up icon at the top of the page, with the other formatting tools. Clicking the large Follow-up icon to the right of the text causes any Follow-ups you've already created to be displayed.