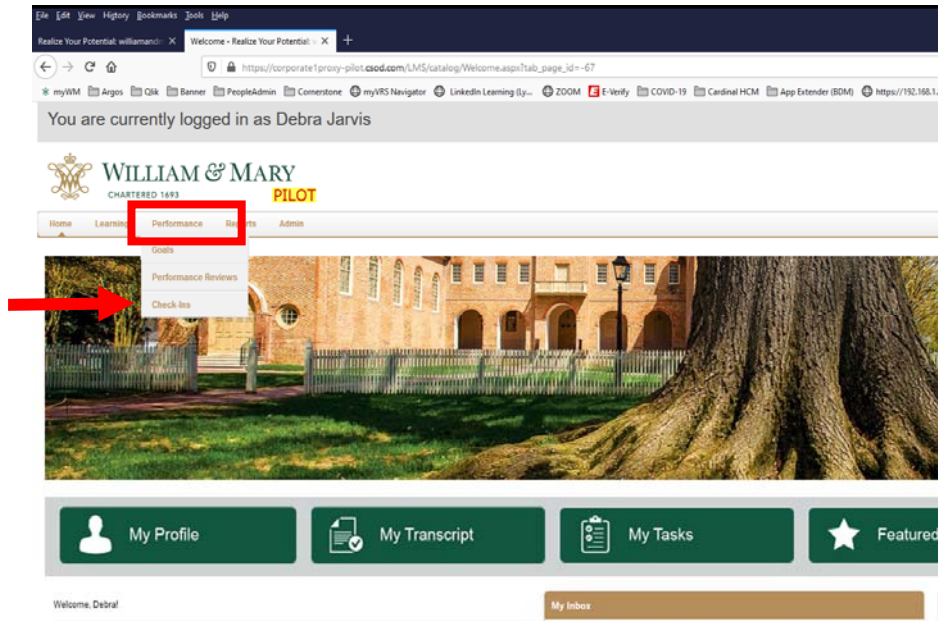


## Create a Check-In Conversation (First Time)

1. In a browser window, access Cornerstone by typing **cornerstone.wm.edu**.
2. At your home page, choose Performance and then Check-Ins.



3. If this is the first time you (or anyone else) has created a check-in with you as a participant, you'll see this page. Click on Get Started.

### Get Started with a Check-In:

The goal of a check-in conversation is an open, honest and constructive dialogue about each individual's contributions at work. The check-in can be started by either participant - the employee or the employee's supervisor. Just click "Get Started" below.



[Get Started](#)

4. Choose a participant for your check-in by clicking on the radio button next to the person's name and clicking Continue.

*Note: If you do not see your direct reports and your supervisor, contact [askHR@wm.edu](mailto:askHR@wm.edu) with a subject line of "Cornerstone – Supervisor Issue" and explain the problem.*

Create a new check-in

Choose a participant for your check-in

Find an employee

Find an employee

SUGGESTED PARTICIPANTS

- BB Direct Report 1 - Job Title
- DH Direct Report 2 - Job Title
- JS Direct Report 3 - Job Title
- ML Direct Report 4 - Job Title
- SG Supervisor - Job Title

Continue

5. Choose a template by clicking on the radio button and clicking Continue.

Create a new check-in

Choose a check-in template

Check-In Conversation

Goals:

- 1) Reflect upon and learn from past efforts.
- 2) Discuss current priorities.
- 3) Aspire to and plan for the future.

Details

This conversation is about shared responsibilities that center upon the ongoing performance of work, the professional and personal well-being of the employee, as well as the employee's professional growth. Come prepared for a two-way, feedback exchange between supervisor and employee.

Previous

Continue

6. Confirm the participants by making sure you've selected who you intended to. Scroll past any other information and click Continue.

Create a new check-in

Please review and confirm your selection

GENERAL SETTINGS

\* Participants

- CL You - Chief Human Resources Officer
- DH Deborah Howe - Deputy Chief HR Officer

\* Check-in Name

Check-In Conversation

Locked by administrator

Previous Confirm

7. Choose the date you intend to have the conversation.

*Note: You will also need to schedule the meeting through Outlook Calendar.*

You are currently logged in as Christopher Lee

WILLIAM & MARY  
CHARTERED 1691  
PILOT

Home Learning Performance Reports Admin

Check-In Conversation

Please schedule a date for your first check-in with Deborah Howe.

DEC 2020

10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8. When you reach the Check-In Conversation, you can write collaboratively, or each participant can add comments that only they can edit. The collaborative area is indicated by two sets of initials. The individual area is indicated by one set of initials.

There is no Save button. Content saves automatically.