

Access an Existing/Create a New Check-In Conversation (Once You are a Participant in at least one Check-In)

1. In a browser window, access Cornerstone by typing **cornerstone.wm.edu**.
2. At your home page, choose Performance and then Check-Ins.
3. You will see this page, which displays upcoming, past, and recently modified check-ins. This list only displays a week forward and a week in the past. If you see the check-in you want to edit, you can click on from this list.

Note: For upcoming check-ins, click on the name of the check-in to access it. On the other two tabs, click on the frequency.

Continue with Check-Ins:

The goal of a check-in conversation is an open, honest and constructive dialogue about each individual's contributions at work. To continue with a check-in that has already been started, by you or for you, click on "check-in" below the name. Start a new check-in by clicking on "get started" below.

UPCOMING PAST RECENTLY MODIFIED

Check-In	Follow-Ups Incomplete	Follow-Ups Due Soon	Follow-Ups Overdue	Next Meeting
DH Deborah Howe Check-In Conversation	1	-	-	DEC 14

Get Started

4. Another method to access check-ins is to look at the initials on the left-hand side of the page. When you hover over this area, the menu will expand so you can see the names that correspond to the initials. Click on the name to access all check-ins for that person.
 - a. If the person is not listed on the left-hand side, you will need to click the blue Get Started button and follow steps 4-8 from Create a Check-In Conversation (First Time).
 - b. If the person is listed on the left-hand side, you will be taken to a new page when you click on the name (shown below):

Employee Name



1 ACTIVE (2) ARCHIVED (1)

JAN Check-In Conversation
29 As Needed

2 ...

2

- Create new meeting
- Archive check-in
- Delete check-in

DEC Check-In Conversation
14 As Needed

3 Create new check-in

From within this page, you can do the following:

- i. View all check-ins you have with that employee (active and archived).
- ii. Click on the 3 dots to create a new meeting with that person; you will only need to specify the date for the new meeting.
- iii. Delete check-ins (allowable if the other participant hasn't added any content).
- iv. Archive check-ins.
- v. There is no need to do click on the blue Create New Check-In button; creating a new meeting from the drop down is faster.