

# Check-ins & Snapshot - Managers

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### CHECK-INS

Check-ins are regular discussions between individuals and managers to review

- The individual's performance and behaviors (both *what* and *how* they deliver)
- Development actions that could improve performance and help them reach their career ambitions.

During check-in conversations:

- Explore how the bar can be raised. What would help the employee to go beyond and above? For the employee, this is about growing, being recognized, and understanding whether they're on the right track.
- Find ways to engage with your team members, know what is happening with them and how you can support them accordingly.
- Don't shy away from giving honest feedback. While some feedback might be difficult to hear at first, given in a constructive way and in the right context, it can serve as a necessary and true step towards growth.

### How often should Check-Ins occur?

Employees should set up check-in discussions with their Manager at least once per quarter.

### How should I assess the employee on behaviors?

As part of the check-in, employees have the ability to rate themselves against [Syensqo's behaviors](#).

As the manager, your assessment, alongside the employee's self-assessment, is meant to encourage reflection and create more meaningful, two-way conversations about how they demonstrate our behaviors. [Read more about Syensqo's levels of performance here.](#)

Understand the Criteria | Familiarize yourself with Syensqo's behaviors to help you understand the basis of the assessment.

Be Open-Minded | Approach the feedback with an open mind. Remember that feedback provides an opportunity for growth and improvement.

Reflect on Examples | Think about specific instances where you have demonstrated the behaviors. This can help you understand the feedback better and provide context.

Acknowledge Strengths and Areas for Improvement | Recognize both your strengths *and* areas where you can improve for a more balanced view.

Plan for Development | With a comparison view of both the employee's self-assessment and their own assessment, managers can use the analysis to [prepare for a development discussion](#).

Employees can use the output of the discussion and the behavior assessment [to build development goals](#).

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### SNAPSHOTS

The Snapshot is the summary of every check-in, prepared by the Manager, and captured in the Performance tool in My HR Services. Snapshots are comprehensive overviews of an individual's performance, behaviors, development, and potential.

When prepared properly, the snapshot provides honest, direct feedback to the individual and avoids surprises at the Year-end Assessment.

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### HOW TO PREPARE FOR A PERFORMANCE DISCUSSION

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- [Employee Development](#)
- [Employee Engagement](#)

**Helpful Tools**

- [Performance Check-in](#)