What are Check-ins and Snapshots?

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are regular discussions between you and your manager to review

ur performance and behaviors (both *what* and *how* you deliver)
evelopment actions that could improve performance and help you reach your career ambitions.

:en should Check-Ins occur?

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

ould I consider my Behaviors Self-Assessment?

ne check-in, employees have the ability to rate themselves against **Syensqo's behaviors.**

sessment, alongside your manager's assessment, is meant to encourage reflection and create more meaningful, two-way conversations about
monstrate our behaviors. **Read more about Syensqo's levels of performance here.**

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

linded | Approach the feedback with an open mind. Remember that feedback provides an opportunity for growth and improvement.

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

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

velopment | With a comparison view of both the employee's self-assessment and their own assessment, managers can use the analysis to **prep**
evelopment discussion.

can use the output of the discussion and the behavior assessment **to build development goals.**

SHOTS

not is the summary of every check-in, prepared by the Manager, and captured in the Performance tool in My HR Services. Snapshots are
sive overviews of an individual's performance, behaviors, development, and potential.

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

'O PREPARE FOR A PERFORMANCE DISCUSSION

nould I do if I take on a new role or will have a new Manager?

nange of role or Manager, you should initiate a closing check-in with your Manager. Then, your Manager should complete a snapshot to assess
mance based on currently defined objectives.

ake on a new role, reporting to a new Manager, you should initiate a check-in with your new Manager to discuss coming priorities and
You are also responsible for leading your development discussion.

will stay in the same role, reporting to a new Manager, you should initiate a new check-in with your new Manager. If possible, you, your
anager, *and* New Manager would be present as a best practice in order to encourage transparency and a smooth transition.

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