

What are Check-ins and Snapshots?

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CHECK-INS

are regular discussions between you and your manager to review

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

When should Check-Ins occur?

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

When should I consider my Behaviors Self-Assessment?

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

The self-assessment, alongside your manager's assessment, is meant to encourage reflection and create more meaningful, two-way conversations about and 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.

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

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

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](#).

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

SNAPSHOTS

A Snapshot is the summary of every check-in, prepared by the Manager, and captured in the Performance tool in My HR Services. Snapshots are concise 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.

HOW TO PREPARE FOR A PERFORMANCE DISCUSSION

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

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

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

If you 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 current Manager, and New Manager would be present as a best practice in order to encourage transparency and a smooth transition.

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