



A Guide to Check-ins



people first
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Why Check-ins?

In today's fast-paced working world, communication and feedback play an increasingly important role in the employee-manager relationship. But for this to really work, discussion has to happen as and when it is needed.

For many organizations, performance management consists of an annual review alone. Here employees receive feedback on a set date each year. It's a practice which dates back to the middle of the twentieth century, when work was predictable, stable and repetitive.

The way we work today is nothing like that. Instead of performing the same task day in day out, we work in varied roles and move from project to project, picking up new skills and taking on new challenges as we go.

In a world of constant change, the annual review is no longer cutting it. As well as being a needlessly time-consuming and expensive process – swamping managers and HR with endless extra administrative work – annual reviews are hugely unpopular with employees.

It's no surprise that forward-thinking organizations are replacing the outdated annual appraisal with regular check-ins.

People First supports regular check-ins. These are informal meetings where employees and managers get together as equal partners to discuss progress, happiness, and any barriers stopping them from doing their best work.

Check-ins Through People First

People First places check-ins at the heart of performance management. It is designed not only to encourage regular check-ins, but to guide you through the whole process – from scheduling to recording outcomes – making it more effective and enjoyable for both parties.

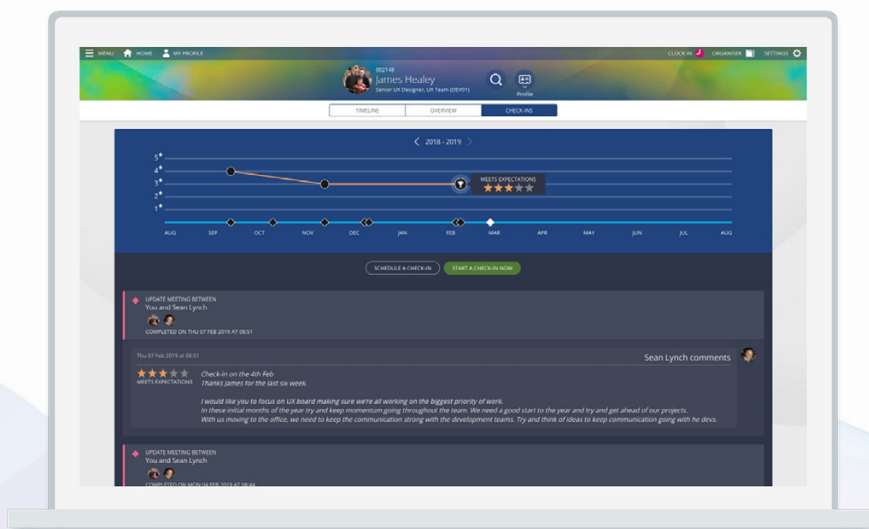
Here's how it works.

Check-ins are held as and when they are needed. Employees and managers can schedule a check-in at any time using the People First app. Here they can input dates, times, attendees and the reason for the check-in. Multiple attendees can be invited, making it ideal for individuals, small teams and project work.

Check-ins can take place face-to-face or remotely, meaning everyone has a chance to be heard. This is especially important in a world where remote working is increasingly common.

When everyone is happy with the outcome of the check-in and what has been recorded, the process can only be finalised by either the employee or manager. The check-in data is then added to the graphical information for that employee, which they can see together with past check-ins via their personal profile page.

People First also uses check-in data to generate real-time insights into the performance of individuals, teams and departments. These are available for managers to see via the org chart.





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