



HIGHGROUND CHECK-IN

A simple approach to more meaningful and continuous conversations between managers and their team

Leading companies know traditional performance management methods, such as the annual review, are not effective and can actually have a negative impact on employee engagement. The historically used top-down approach, along with forced rankings, are vanishing from the business landscape as Human Resources professionals seek new ways to interact with employees and improve performance.

CHECK-IN WITH HIGHGROUND

Ask any coach – sports, life, music, dance, etc. – how often they interact with their players. It's safe to say that it takes more than one conversation, practice or lesson per year to inspire or enhance performance. And consistency and timeliness of conversations are key. Yet many organizations rely on one annual review to provide guidance and feedback to employees for an entire year. HighGround recognizes that in order to achieve optimal performance results, employees need frequent conversations and continuous interaction with their managers and peers.

HighGround's employee engagement platform includes Check-In functionality, a way for managers and employees to have ongoing conversations, track goal progress and update milestones. It empowers employees to take responsibility for their development by putting ownership into their hands. And for companies that still want to conduct annual reviews, Check-In facilitates a more accurate and complete performance-related dialogue with all interactions and conversations archived directly in the application.

Check-In lets employees evaluate progress against their goals in real-time and solicit manager feedback. Managers can send an unlimited amount of questions with either rating scales, open text, multiple choice or radio button response options.

Through Check-In, employees can proactively evaluate the requested information, such as goals, achievements, development and future ambitions. Because conversations are driven by the employee – not the manager – it's more likely the employee will strive toward completing their goals, perform better and ultimately, be more engaged.

Once the Check-In is submitted, the manager can review it and enter personal notes to help facilitate productive conversations. HighGround displays detailed views of goals and recognitions from the most recent performance cycle to help determine what needs to be discussed or addressed.

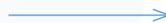
RECOMMENDED APPROACH



Company determines organizational and department goals.



Employees identify individual goals that align with company-wide objectives.



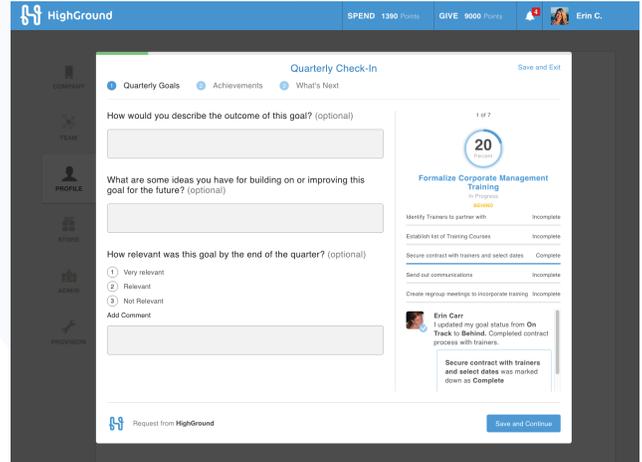
Employees check-in frequently with managers to discuss progress and adjust as needed.



Employees meet with managers to discuss past performance and plan future goals.

WHAT ARE THE BENEFITS OF CHECK-IN?

- Makes performance development agile and puts the **power in the employees' hands**.
- Focuses on current trajectory and positive **behaviors in real-time**, rather than things in the past.
- Empowers employees to provide feedback and start a **meaningful dialogue** with managers.
- Provides **insight into employee goals**, recognitions and performance conversations.
- Optimizes **face-to-face discussions** by leveraging the Check-In worksheet and NeuroLeadership Institute's conversation guides.
- Tracks Check-In completion rates and statuses with **detailed reports**.




MAKE YOUR ENGAGEMENT PROGRAM BEST-IN-CLASS

Building a company culture that enables ongoing performance management is crucial but just one element of a sustainable engagement program. **Companies with best-in-class engagement programs utilize the HighGround platform** for not only continuous feedback and talent development, but also for rewards and recognition, capturing the voice of the employee and analytics.

To learn how HighGround helps drive employee engagement,
visit: www.highground.com