

### Creating a 1:1 Journal

A good manager-employee relationship relies on good communication. You may stay in frequent contact outside the system, using a variety of methods: email, in-person meetings, or phone calls. You may also have regular 1-on-1 sessions to get a comprehensive status report or provide mentorship.

The Continuous Feedback 1:1 Journal can help you record and track these discussions. The 1:1 Journal allows you to open threads between yourself and your manager or a direct report, then continue to track and respond to that thread until it is complete, at which point you can close it out.

When a manager or direct report takes action on a 1:1 Journal (that is, opens an entry, replies to an entry, or closes one out), you will receive an email notification, and a task appears under the Feedback tab in your Timeline. Open the provided link to view journal details, reply to a thread, or thank them for their feedback.

#### NEW 1:1 JOURNAL

- From the “Self” tab, select Collaboration -> Continuous Feedback.
- Navigate to the “1:1 Journal tab and select “Create 1:1 Journal”
- Utilize the magnifying glass to select who you would like to create a 1:1 Journal with.
- Type: Select the journal type (1:1 Meeting or Status Update)
- Reminder: If you would like automated reminders sent pertaining to this journal, select the frequency (Daily, Weekly, or Monthly)
- Meeting Link: If you will be meeting with your employee remotely, utilize this field to enter in your virtual meeting link.
- Subject: Enter in the subject of your 1:1 Journal entry

- Description: Enter in the content of your 1:1 Journal entry in this field.
- Click “Next”
- An overview of your Journal entry will pop up for you to review.
  - You have the option to click “Back” and make corrections, or click submit and it will be sent to your recipient.
- When you receive a response to your 1:1 Journal, you will get a notification in your e-mail. Go to your Timeline and click the Feedback Tab to see the response.

Read more about the Creating a 1:1 Journal by accessing the [Performance Management guidebook](#).

*Still have questions? Reach out to the Performance Management Team at [PerformanceMgmt@rivco.org](mailto:PerformanceMgmt@rivco.org).*