



## Welcome to the StandOut Platform!

The StandOut platform is an important tool we use at Trinity Health to positively impact engagement. The platform can help you to learn about your StandOut strengths roles, have frequent check-ins with Team Leaders and Team Members, and participate in our engagement pulse surveys.

Here is the experience you will have when you log in:

### **Step 1 – access the StandOut platform**

Click on the following link to the StandOut platform at <http://standout.tmbc.com/sso/trinityhealth> which will take you to our Trinity Health Single Sign On (SSO) page:

Trinity Health

TRINITY HEALTH LEGAL NOTICE:

This information system is for the use of Trinity Health authorized users only. By continuing use of this system, you agree that you have obtained prior authorization to use this system. Your use is subject to all Trinity Health policies and procedures. All users of this system consent to and are subject to MONITORING and RECORDING of their activities on this system. You are advised that if such monitoring reveals possible criminal activity or violation of policy, Trinity Health will take appropriate follow-up action, which may include disciplinary action, contract termination or provision of evidence to law enforcement officials.

Username:

Password:

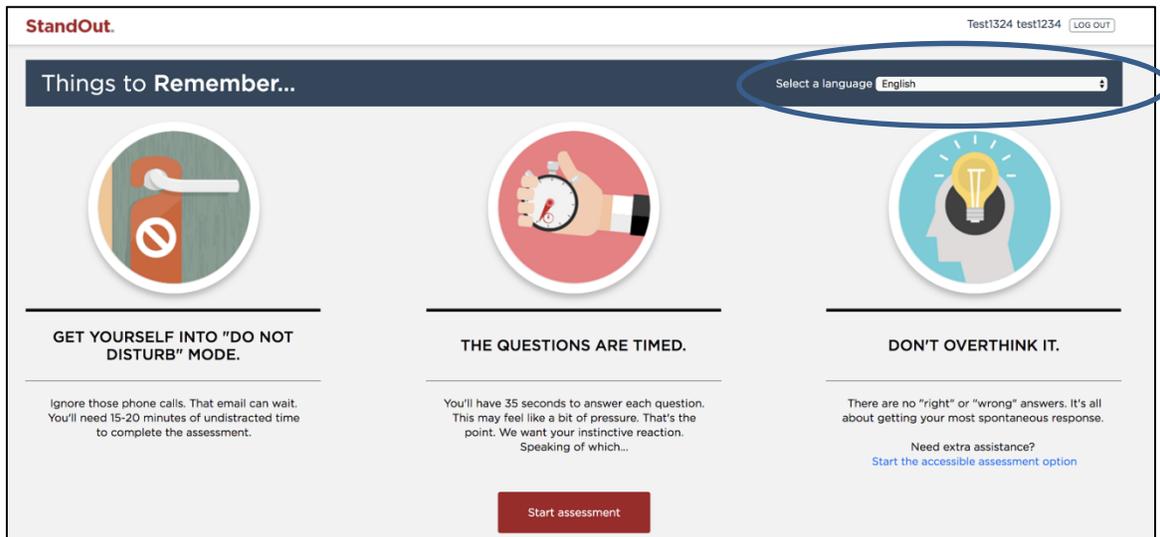
LOGIN

[Login Problems - Reset Password](#)

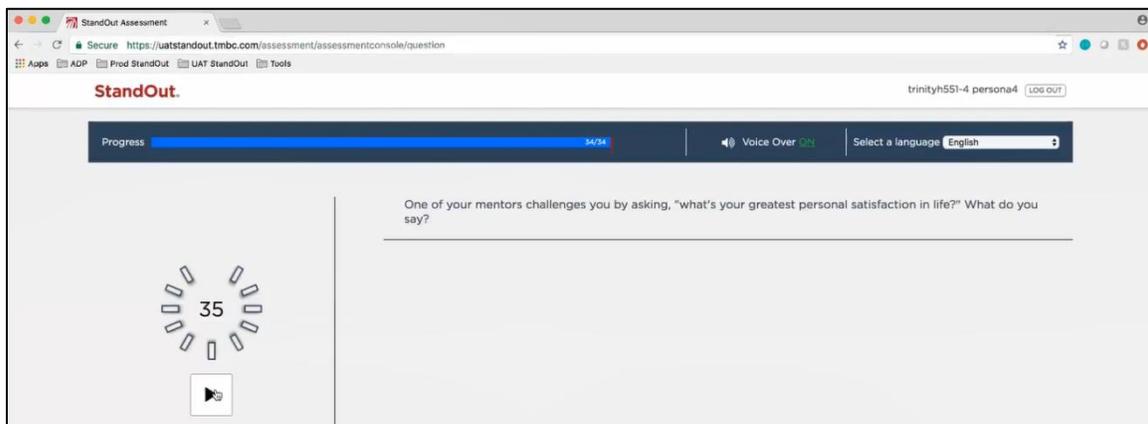
Enter your Trinity Health user name and password. If you do not know or remember your Trinity Health user name and password, please contact Trinity Information Services Service Desk at [\[ministry to insert contact information they want to use for TIS\]](#).

### **Step 2 – Take the StandOut Assessment**

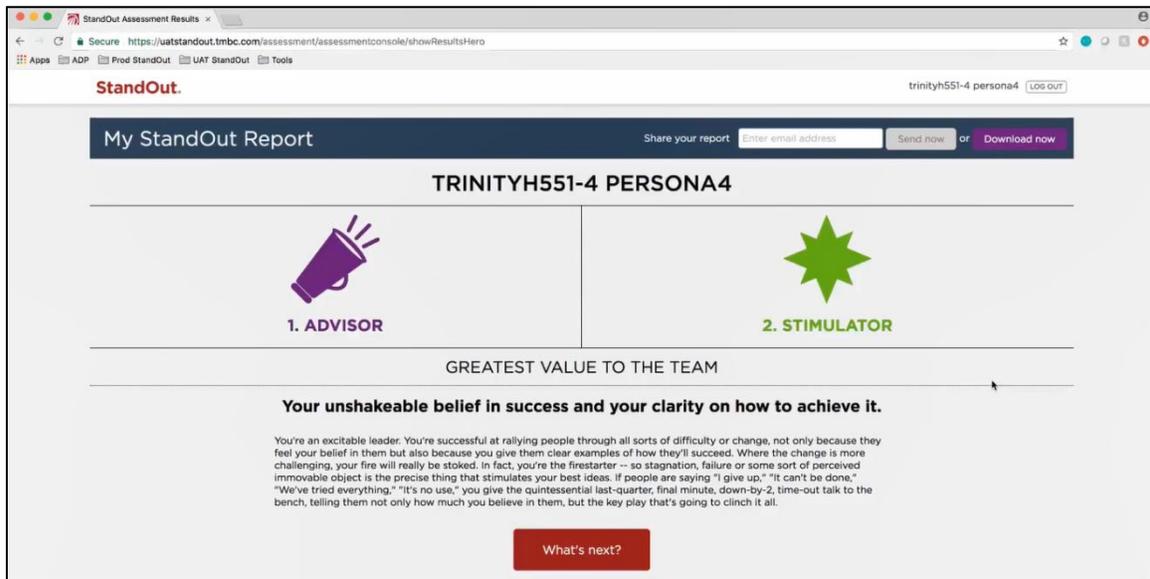
Once you log in, you will see the following notification appear, asking you to participate in the assessment:



The assessment is a situational judgment test of 35 questions which takes 15-20 minutes to complete. You can select the language of your choice for taking the assessment and can have it read to you. The questions are timed. Please go ahead and click Start Assessment:

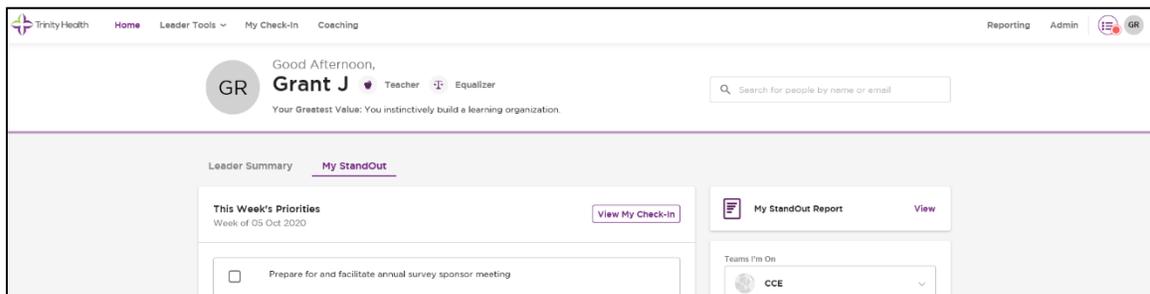


Once you complete the assessment, you will see your assessment results and your Top 2 StandOut Strengths roles:



Only the colleague taking the assessment has access to the full results – Team Leaders, other Team Members, and Trinity Health do not. Any Trinity Health Team Member who has access to the StandOut platform can see another colleague's top 2 StandOut Strengths roles. (see below)

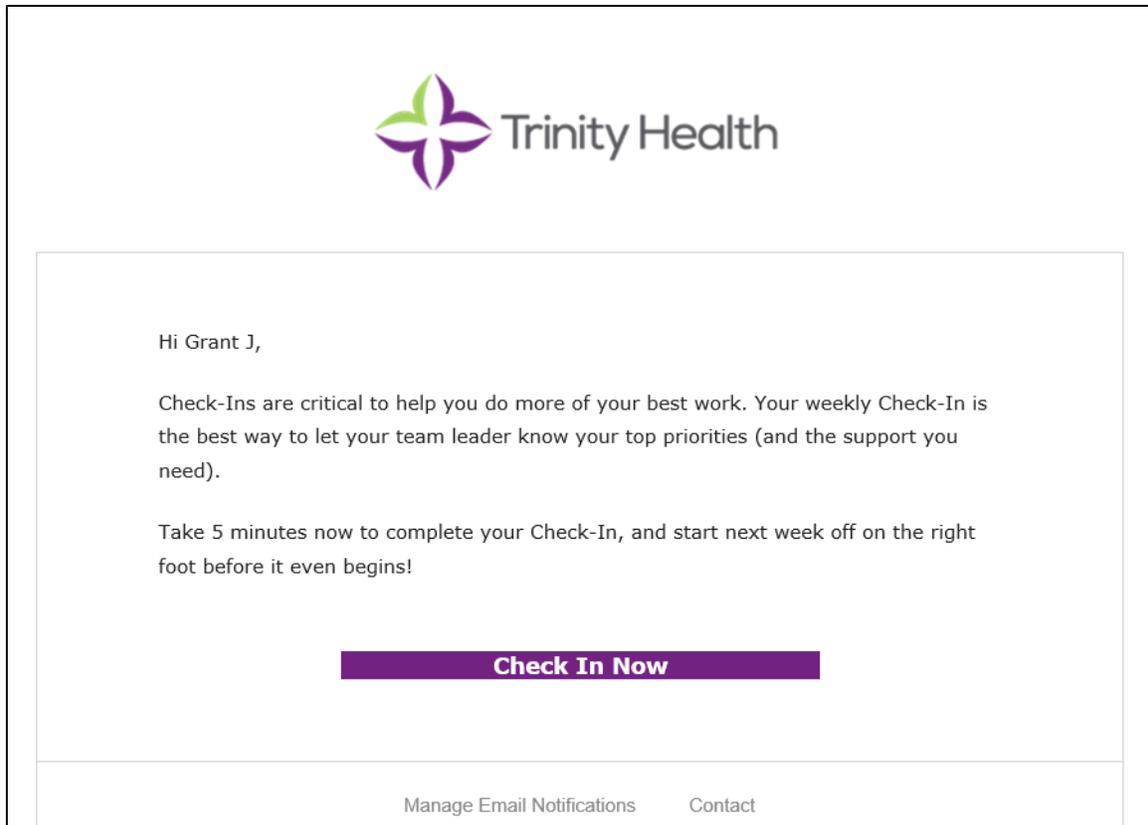
After clicking "What's Next?" you will receive access to the StandOut platform, which looks like this:



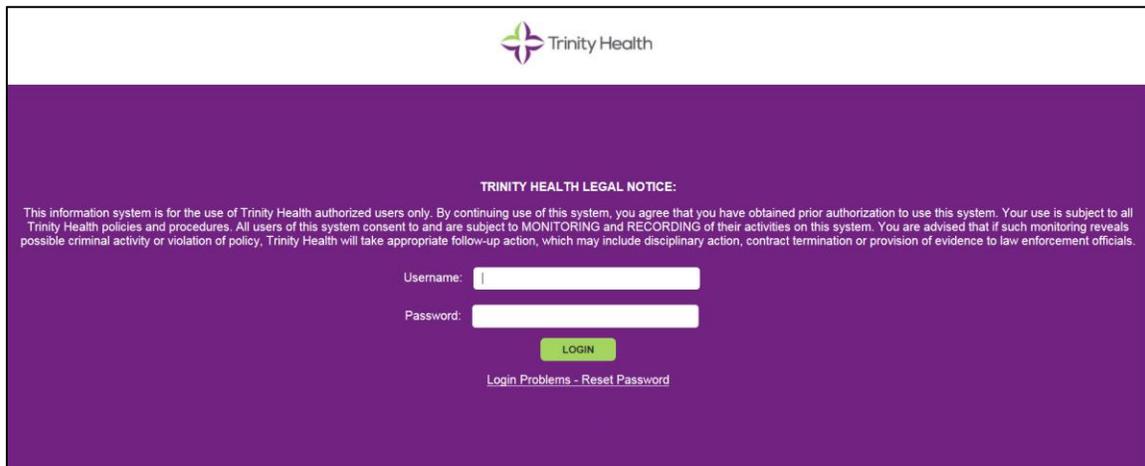
### **Step 3 – Start Checking In**

Now you are ready to begin checking in with your Team Leader or StandOut Champion. A check-ins is a once a week, seven-question survey you take through the platform which asks about what you loved and loathed about your work, what your priorities are, and how your leader can help. Your Team Leader or StandOut Champion will respond, providing guidance, asking questions, and determining how they can help. Check-ins are not anonymous – they are direct communication between you and your Team Leader or StandOut Champion – and they are confidential between you and those you are sharing your check-in with. (Trinity Health cannot see these)

Every Friday you will receive an e-mail notification from the StandOut platform that reminds you "It's time to check in":



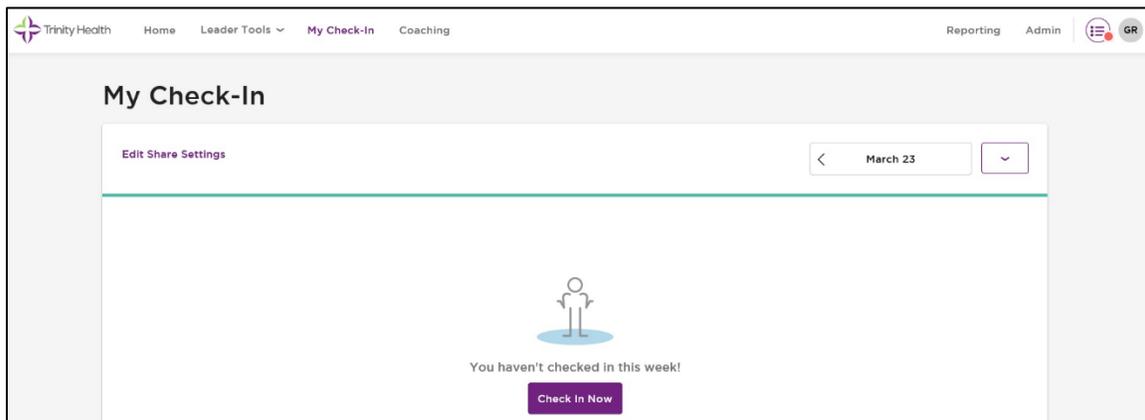
Clicking the "Check In Now" button will take you to the Trinity Health Single Sign On (SSO) page, where you will enter your Trinity Health user name and password:



You will land on the main page. Click on the My Check-in option in the upper left corner to start your check-in:



Click on "Check-In Now", and the check-in will begin:



The check-in is not timed, so you can take the time you need to check-in. Check-ins typically take an average of 2-5 minutes to complete.

Trinity Health Home Leader Tools **My Check-In** Coaching Reporting Admin GR

## New Check-In

Your responses are saved immediately, but not submitted until you submit your Check-In.

Reflect on last week  
16 Mar - 22 Mar

Last week, I had a chance to use my strengths every day.

Strongly Disagree  Disagree  Neutral  Agree  Strongly Agree

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Last week, I added outstanding value.

Strongly  Disagree  Neutral  Agree  Strongly

These first two questions provide an opportunity to reflect on how you added value and you're your strengths in the last week. Note that the first question asks "a chance to your my strengths every day", not all day. Click "Next" when ready.

Trinity Health Home Leader Tools **My Check-In** Coaching Reporting Admin GR

Last week, did your team leaders connect with you about your work priorities?  
(e.g. in person, in StandOut, via text, via email, etc.)

Yes  No

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What activities did you love last week?  
Write down activities during which you felt fulfilled, focused, or energized.

e.g. Brainstorming with the team, estimating sales projections, ...

Trinity Health Home Leader Tools **My Check-In** Coaching Reporting Admin GR

0/2000

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What activities did you loathe last week?  
Write down activities that drained you, felt laborious, or that you avoided or postponed.

e.g. Presenting the status update, editing copy, ...

0/2000

Cancel Next

These three questions continue the focus on the past week. The top question asks about whether your Team Leader connected with you this week, which can be done through the StandOut platform; via text, e-mail, phone, or video; or through rounding or other interactions. The next two ask about what you loved and loathed. Those are strong words, so you can also

think about loves as “what did you enjoy”, “what were you excited about”, “what work put a smile on your face”, and loathes as “what activity took more effort/energy to complete”, “what drained you”, “what were you not looking forward to doing”. Click "Next" when ready.

Now we turn our focus to the coming week. You can check any priorities which are complete and carry over priorities from the last week into the next week by clicking on the arrow in the circle. Then click "Next" when ready.

The screenshot shows the 'New Check-In' page with a navigation bar at the top containing 'Trinity Health', 'Home', 'Leader Tools', 'My Check-In', and 'Coaching'. On the right, there are links for 'Reporting', 'Admin', and a user profile icon labeled 'GR'. The main heading is 'New Check-In' with a sub-note: 'Your responses are saved immediately, but not submitted until you submit your Check-In.' A progress indicator shows 'Plan for this week' from '23 Mar - 29 Mar'. The central section is titled 'Review priorities from your last Check-In' with the instruction 'Check off finished priorities or carry over unfinished priorities to this week.' Below this are two priority items, each in a white box with a checkbox on the left and a circular arrow icon on the right: 'Lead the StandOut Facilitator training sessions next week' and 'Launch and support the 2020 annual survey'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

This screenshot shows the same 'New Check-In' page but at a different stage. The 'Review priorities from your last Check-In' section is no longer visible. Instead, the main content area is titled 'What are your priorities this week?' with the instruction 'Add and rank your most important work.' To the right of this text is a purple circular button with a white plus sign (+). The navigation bar and progress indicator remain the same as in the previous screenshot.

Now we have an opportunity to add to our priorities for the coming week so that our Team Leader or StandOut Champion knows where we are focused. This is not a comprehensive list – just the top 3-5 priorities you will be working on. If your tasks repeat, think about how you can improve how you do those tasks. Click "Next" when ready.

Trinity Health Home Leader Tools My Check-In Coaching Reporting Admin GR

## New Check-In

Your responses are saved immediately, but not submitted until you submit your Check-In.

Plan for this week  
23 Mar - 29 Mar

**What help do you need from your team leaders this week?**  
Ask for the support you need to have a successful week.

e.g. I would like to get your thoughts on...

0/2000

Cancel Previous Submit

Let your manager know what help you need in the next week. This is an opportunity to ask questions, clarify your work, and get direction. It is not intended to ask your Team Leader or StandOut Champion to take over aspects of your work. Click Submit to send the check-in to your Team Leader.

Trinity Health Home Leader Tools My Check-In Coaching Reporting Admin GR

## New Check-In

Your responses are saved immediately, but not submitted until you submit your Check-In.

Plan for this week  
23 Mar - 29 Mar

**What help do you need from your team leaders this week?**  
Ask for the support you need to have a successful week.

Appreciate all of your help and support moving forward!

101/2000

Cancel Previous ...

**Success!**  
Thanks for submitting your Check-In this week!

Done

Click "Done" when you are ready, and you will be returned to the main page.

Your Team Leader or StandOut Champion will have an opportunity to respond to your check-in through the platform by Thursday at 11:59 p.m. If they do, you will receive an e-mail notification with the subject line "[insert manager name here] Commented on Your Check-In", which will display the comment. (you can also see it in the platform)