FOR EMPLOYEES

The Jump Start Guide to 15Five

Your place to track your progress, share your ideas or challenges, and stay connected to the things that matter at work.

Your manager has invited you to share your thoughts with them, and you might be thinking, "What is this all about?"

15FIVE HELPS YOU

- Have a voice
- Give feedback
- Stay on top of goals

STEP 1

Set up an Account

To get started, accept your email invitation from welcome@15five.com. Click the link to set your password and go into the 15Five web application.

If you are using Single Sign-on, you will not need to set up a password and you will log into 15Five through Single Sign-on.

15five

You've Been Added to 15Five!

15Five has started using 15Five. Emily Diaz has invited you to join below to complete your set-up.

[Join your team]

<u>Mute</u> messages like this

STEP 2

Complete Your First 15Five

Fill Out Priorities

Plan ahead and reflect back on your progress. 15Five serves as a to-do list that helps you prioritize your weekly tasks and tracks your progress towards accomplishing them.

Answer Questions

Enter your thoughts on questions about challenges, wins, and ideas. Use 15Five as your weekly work journal. Questions are the starting point, and your manager will read and respond to them. For anything confidential, click the lock, located on the right-hand side of the answer box, to keep an answer private to your manager.
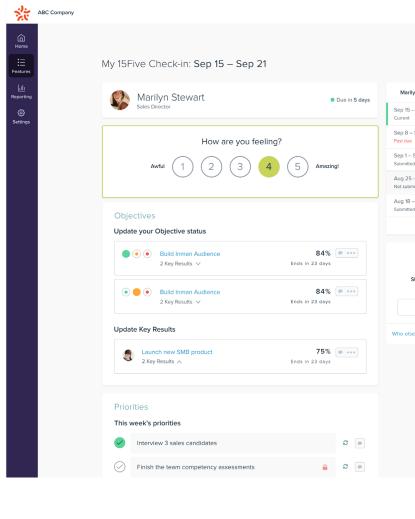
Give Recognition

Who did something great that made your day? Send anyone on your team a High Five by tagging them and tying their behavior to the impact it had. The only thing that feels better than an appreciation is appreciating someone else!

STEP 3

Submit

Click submit to complete the week's 15Five. Now the ball is in your manager's court to review and respond.

PRO-TIP

The more you share, the more you'll get out of 15Five. Checking in ahead of time will make your 1-on-1 meetings more valuable.

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