



FOR REVIEWERS

# The Jump Start Guide to 15Five

Leading your team is important work. 15Five makes it easier by consolidating your performance management and internal communication software in one beautifully designed platform.

Your team will take 15 minutes a week to answer a few thoughtful questions and share their accomplishments and challenges. These serve as conversation starters that will help uncover how you can better serve your team, and get the most from your 1-on-1s.

## STEP 1

### Set up an Account

To get started, accept your email invitation from [welcome@15five.com](mailto: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 HELPS YOU

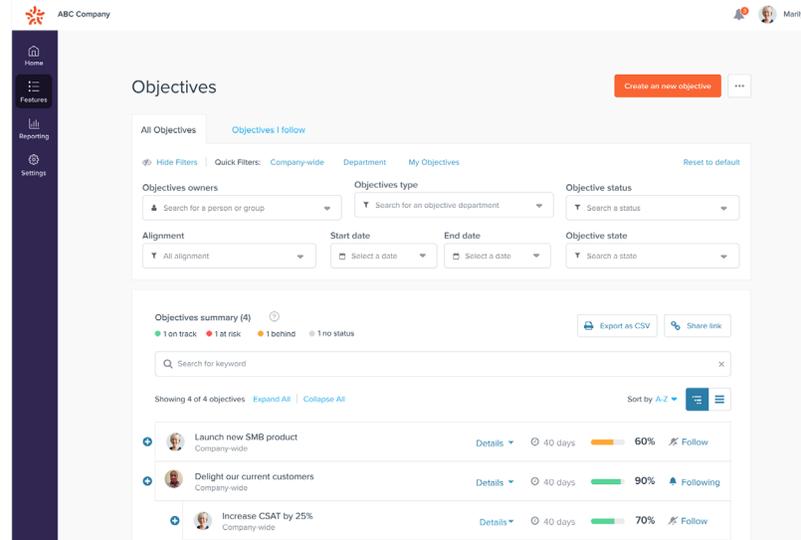
- Get visibility
- Give feedback
- Supercharge your 1-on-1's



## STEP 2

### Review your team

Keep an eye out for your team's 15Five reports. You'll be notified via email when one of your direct reports submits their 15Five. If someone on your team has not submitted their 15Five, feel free to give him/her a friendly nudge. Once submitted, you may then go into the application and respond to their feedback. Responding every week is important to keep your team engaged.



## STEP 3

### Engage with feedback

As a 15Five 'Reviewer,' your responses and timely feedback directly impacts the success of your team. Ideally, you should respond within the same 24-hour period that they've submitted, and be sure to leave feedback in the comments. Reports should never be left unreviewed or without comments.

## ARTICLE

Check out these articles explaining other ways to engage with feedback:

[Passing up answers](#)

[Tagging other users with @mention](#)

## STEP 4

### Mark reviewed

When you're finished leaving feedback, click the button that says 'Mark Reviewed'. This notifies your employee and closes the loop!

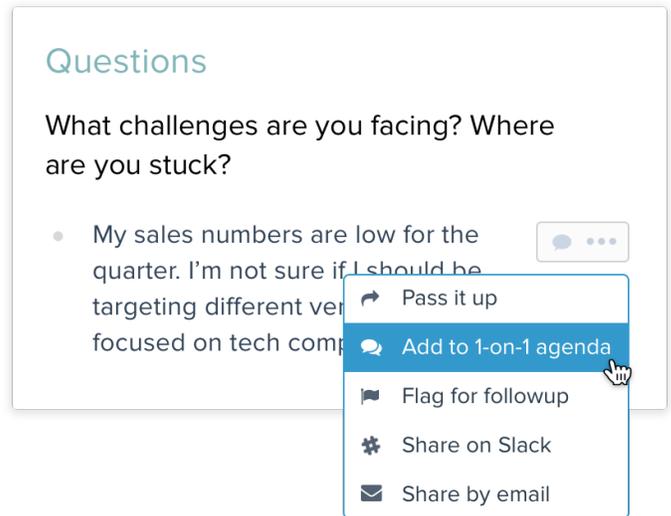


## STEP 5

### Schedule 1-on-1's

First, go to the 1-on-1s tab. Set a date for your 1-on-1 with each team member, then add a few talking points for yourself. You can also copy answers from their 15Five into the 1-on-1 agenda with the 'Add to 1-on-1' button.

Then, bring your agenda into your next 1-on-1 meeting. Use it as your guide and take notes on next steps. When you've finished your meeting, click 'End 1-on-1' to send action items and notes to your direct report, and archive the agenda.



## STEP 6

### Run reports for retrospective insights

Weekly check-in's help you to make interventions and celebrate successes -- but over time, you can also run reports to see a summarized view of past discussions.



## STEP 7

### Keep their eyes on the ball with objectives

Objectives assist in keeping your team moving forward faster, better, and more importantly together. Based on the OKR methodology, Objectives ensures everyone keeps moving in the same direction.



## STEP 7

# Keep their eyes on the ball with objectives

Click on the Objectives tab and create a new objective. Here's a step-by-step [overview of how to create Objectives](#), and a [video walkthrough](#) for something more comprehensive.

If you have an objective which is related to another objective, be sure to select the correct parent or child status when creating it. Related OKRs will display together on the Objectives Dashboard.

The screenshot shows the 'Objectives' dashboard for 'ABC Company'. The user 'Marilyn' is logged in. The dashboard includes a sidebar with navigation options: Home, Features, Reporting, and Settings. The main content area is titled 'Objectives' and features a 'Create a new objective' button. Below this, there are filter tabs for 'All Objectives' and 'Objectives I follow'. A 'Quick Filters' section allows filtering by 'Company-wide', 'Department', and 'My Objectives'. There are several dropdown menus for filtering: 'Objectives owners' (Search for a person or group), 'Objectives type' (Search for an objective department), 'Objective status' (Search a status), 'Alignment' (All alignment), 'Start date' (Select a date), 'End date' (Select a date), and 'Objective state' (Search a state). Below the filters is an 'Objectives summary (4)' section with a legend: 1 on track (green), 1 at risk (red), 1 behind (orange), and 1 no status (grey). There are buttons for 'Export as CSV' and 'Share link'. A search bar is present with the text 'Search for keyword'. The dashboard shows 4 of 4 objectives, with options to 'Expand All' or 'Collapse All'. The objectives are sorted by 'A-Z'. The list of objectives includes: 'Launch new SMB product' (Company-wide, 60% progress, 40 days, Follow), 'Delight our current customers' (Company-wide, 90% progress, 40 days, Following), and 'Increase CSAT by 25%' (Company-wide, 70% progress, 40 days, Follow).

