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.

15FIVE HELPS YOU

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

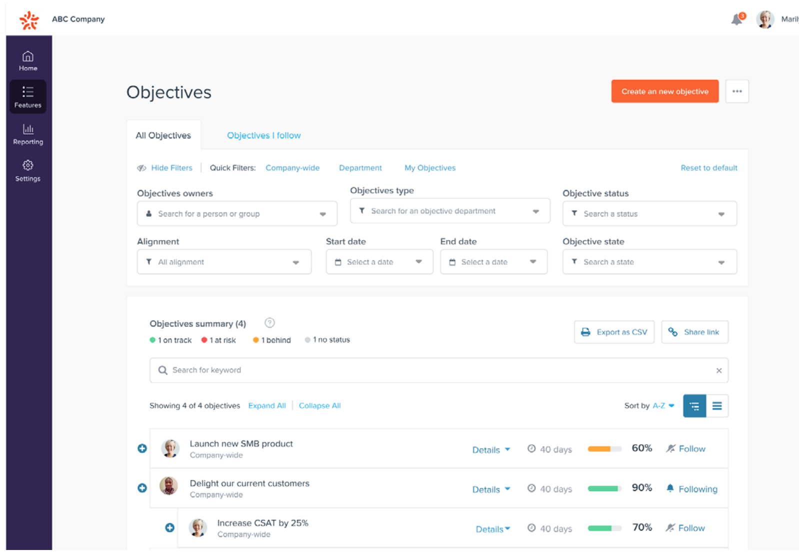
STEP 1

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.

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.

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

Passing up answers

Tagging other users with @mention

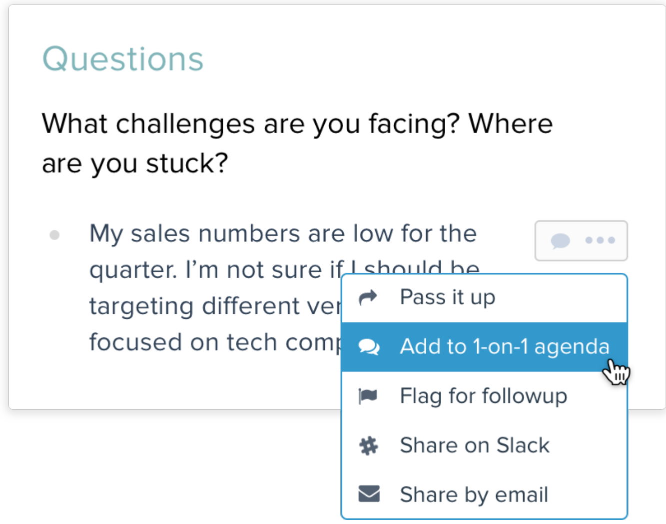
STEP 4
Mark reviewed

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 restrospective 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.

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Running custom reports and exports

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.