



Navigating Review Cycles in 15Five

Come to your review process prepared, confident, and focused on meaningful growth

What's a Performance Review Cycle?

The Best-Self Review® is our time to pause, reflect, and have an honest conversation about performance, impact, and what's next.

It's not a report card — it's a chance to align on expectations, recognize progress, and identify where support or development is needed.

You'll complete your self-review, and your manager (and sometimes peers or direct reports) will share their feedback as well.



What to expect

Stage	What Happens	Your Role
Kickoff	HR launches the cycle. You'll receive an email and in-app reminder.	Set aside time on your calendar to complete your own self-review.
Self-Review	You reflect on your achievements, challenges, and areas for growth.	Be specific and candid – use examples from Check-ins, 1-on-1s, and Objectives.
Manager Review	Your manager reviews your performance and contributions.	Submit your self-review on time so they have the full picture.
Feedback & Conversation	You and your manager meet to discuss results, insights, and next steps.	Come ready for an open, two-way conversation about growth and goals.
Action & Follow-Up	You and your manager agree on next steps or a development plan.	Keep the momentum going – track goals and Action Plans in Check-ins and 1-on-1s.

How to write a strong self-review

- ✓ **Be factual** Use clear examples and data: “Improved X metric by Y%.”
- ✓ **Be balanced** Celebrate wins and acknowledge where you need support.
- ✓ **Be forward-looking** Focus on what’s ahead, not just what’s behind.
- ✓ **Be honest and kind** Growth comes from reflection, not perfection.

How 15Five helps you prepare



Check-Ins, 1-on-1s, & Objectives

Capture your progress and challenges to ensure you are aligned with company goals and nothing gets lost.



High Fives

Recognition from peers helps highlight your impact – include them where relevant.



AI-Assisted Reviews

Simplify your self-review, spotlight your achievements, and ensure your reflection is clear and grounded.



Feedback

Ask for input anytime to get a fuller perspective before reviews.

15Five Support

This process exists to support you – to give space for meaningful reflection, dialogue, and development. Your insights and honesty help shape your path forward and strengthen your partnership with your manager.

If you have questions, reach out to your HR or People Team, or visit the 15Five Help Center on Reviews.

[Visit Help Center](#)