



15Five at [Company name here]

What is 15Five?

15Five is a performance management tool that strengthens our communication throughout the organization. The name 15Five represents the time expected to spend in the platform each week: 15 minutes for each employee to complete their check-in, and 5 minutes for managers to review it.

With 15Five, we can track our weekly goals and priorities, allowing us to have more fruitful and more productive discussions about our work, growth, and long-term careers. Incorporating this continuous feedback into your weekly workflow delivers richer, more productive performance discussions, both at the one-on-one level and during performance reviews.

Your Weekly 15Five Includes:

- Weekly pulse checks on how you are feeling at work
- Progress tracking of ongoing goals, objectives, or priorities
- Ability to set and track completion of weekly priorities
- Opportunities to provide continuous feedback with your manager by answering a few short questions
- An area to give High Fives to your teammates, allowing you to acknowledge their accomplishments throughout the week and foster a community of recognition

If you have any questions, please let

[15Five administrator] know!

