



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. The platform provides a place where you can capture your achievements, roadblocks, and challenges, and receive support from your manager. The goal of using 15Five is for leadership to more easily communicate with you, celebrate your accomplishments, and hear your concerns.

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. The platform allows you to create one-on-one agendas with your manager or peers, track notes, and flag wins and setbacks for discussion in performance reviews. Incorporating this continuous feedback into your weekly workflow delivers richer, more productive performance discussions — both at the 1-on-1 level and during performance reviews.

15Five also provides visibility into company objectives, across all our departments, and allows you to see how your individual work contributes to achieving these larger objectives. We believe this will provide greater transparency of where we are heading and increase ownership across the organization. It is also a fantastic platform to shout out to others for their achievements, loop people in to projects you are working on, and log self-development goals for career progression.

Additional Benefits

Leaders stay informed with more focused effort through a weekly snapshot of their teams.

Managers save time gathering and escalating feedback from their teams.

Everyone stays in the loop, as conversations about significant issues are kept out of email or messaging platforms where they might otherwise be lost.

Visibility settings are aligned with the organization hierarchy. However, if you mark a comment as “private,” it will only be viewable by your direct manager.



How does 15Five work?

With a few thought-provoking questions, 15Five prompts you to reflect on how the week went and plan for the week ahead. This is intended to take less than 15 minutes each week.

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

Your manager will read and provide feedback on your 15Five. While there are several factors that impact your career at [redacted], the role of your manager is arguably the most important one. With that in mind, we wanted to deploy a product that enhances the quality and frequency of this feedback loop.

15Five automates reporting so we can collect data on our usage and engagement. We can see which managers are engaging, and those who aren't. We want to make sure employees and managers are holding the time and space to have conversations around growth, development, and performance.

If you have any questions, please let [15Five administrator] know!

