

15Five at [Company name here]

1-on-1s in 15Five

Consistent communication through recurring and impactful 1-on-1 meetings is the key ingredient to effective leadership and team engagement. Checking in with each team member for at least 30 minutes once a week or every other week works best. Use the 15Five 1-on-1 tool to organize and track 1-on-1 meetings to ensure consistency.

The most effective 1-on-1 conversations go way beyond status updates. 15Five makes it really easy and simple to strategize, focus, and prioritize talking points during your 1-on-1 conversations. You will fill out and submit your 15Five prior to a 1-on-1 with your manager. Your manager can then review and provide feedback. Once the 15Five is submitted, both employees and managers can push the most important topics from the 15Five into the 1-on-1 agenda using the “Add to 1-on-1 agenda” feature, so during your time together, you can focus on what really matters, using the agenda to guide the conversation.

Objectives & Key Results in 15Five

Our company Objectives are instrumental for prioritizing focus areas, directing attention, and ensuring that everyone is aligned and motivated by contributing to the progress.

Objectives intentionally appear in three distinct yet interconnected parts of 15Five and work with other features to drive performance and engagement:

- **Objectives Dashboard:** In the Objectives dashboard, employees can see an overview of OKRs from a company-wide, department, and individual level. For each objective, employees will find the status, progress to completion, and days remaining until the deadline.
- **Objectives in the 15Five Check-in:** Objectives are included in the check-in to keep them top of mind every week and allow employees to update the progress on key results throughout the duration of the objective.
- **Objectives as Resources in the Review.** When reviews come around, all progress on objectives over time is available in the resources section during the review. This ensures a more objective and fair assessment of performance and feedback.



Reviews in 15Five

All of the information in your 15Five comes together to capture a holistic view of employees and serve as a comprehensive resource for your performance review. By focusing on your wins, challenges, and progress on key objectives, you and your manager can steer the conversation toward growth and forward-looking performance.

Reviews in 15Five allow us to

- Gain feedback related to growth and development: In 15Five, you can reflect on accomplishments and opportunities for growth that relate to the progress of your goals.
- Measure alignment with company values: The Company Values assessment allows you to reflect on how you contributed to our core company values and mission.
- Highlight wins and challenges: 15Five allows easy flagging of wins and challenges, progress on key objectives, and recognition from other teammates. All of the information required to have an accurate picture of your performance is now aggregated into one place that's accessible when completing a Review.

Our reviews are performed on a [Enter timeline here] basis. If you have any questions about or review process, please let us know!

