

# Best-Self KickOff

The Best-Self Kickoff is a guided meeting between managers and new employees to help strengthen the relationship from the start.

The research-backed questions are designed to speed up the “get to know you” process, help you find the best ways to work together, and create explicit agreements. These benefits pave the way for psychological safety, which allows people to feel safe speaking up, sharing and asking for feedback, admitting mistakes, and expressing ideas.

Once complete, the answers shared in this template will serve as an agreement of expectations that can contribute to a successful, long-lasting work relationship.

## Instructions

### Step 01

Manager, fill in your responses to Parts 1 and 2. Then, share this PDF with your direct report so they can input their answers. Please note that in this step employees should only focus on Part 1. They can take notes on Part 2 during step 3.

### Step 02

After both parties have documented their answers, set up a time to meet in person. We recommend scheduling two hours and using this template to guide the discussion.

### Step 03

During the meeting, fill in important points that come up that weren't originally documented in the template. It's especially important for employees to take notes during Part 2 of the discussion as they learn more about what's expected of them in their role.



# Part 1: Getting to know each other

Get to know each other on a deeper level by sharing about your interests outside of work, your strengths, how you'd like to work together, and your career vision.

## About

My favorite hobby or activity outside of work is...

Employee's notes

Manager's notes

If I could have dinner with anyone in the world, it would be...

Employee's notes

Manager's notes

If I could wake up tomorrow with a new quality or ability, it would be...

Employee's notes

Manager's notes

I consider my "perfect day" to be...

Employee's notes

Manager's notes

## Strengths

My top 5 strengths are...

Employee's notes

Manager's notes



## Doing my best work

The type of work I'm interested in and enjoy is...

Employee's notes

Manager's notes

The type of work that energizes me is...

Employee's notes

Manager's notes

The type of work that deenergizes me is...

Employee's notes

Manager's notes

The ideal environment for me to do my best work is...

Employee's notes

Manager's notes

I feel like I'm doing what I was born to do when I...

Employee's notes

Manager's notes

## Personal preferences

Signs that I'm stressed include...

Employee's notes

Manager's notes



If I'm having a bad day, you can support me by...

Employee's notes

Manager's notes

My preferred way of receiving feedback is...

Employee's notes

Manager's notes

My preferred way of being recognized is...

Employee's notes

Manager's notes

## Growth & Development

My main motivators are...

Employee's notes

Manager's notes

A rare and valuable skill I want to develop is...

Employee's notes

Manager's notes

My top career goals are...

Employee's notes

Manager's notes



# Part 2: Getting to know each other

Managers, help set your employee up for long-term success at your company by walking them through what's expected of them as an employee and teammate, and discuss opportunities for growth.

## Role Clarity

Review the employee's complete and up-to-date job description. The goal is to create as much clarity as possible around what the job entails, including what is and isn't the employee's responsibility, and what they're accountable for. Update the job description together if needed.

Employee's notes

Manager's notes

## Performance expectations

Confirm specific performance, skill, and goal expectations you have for your employee in their first three months, six months, and year into the position. Share what you believe poor and excellent performance looks like in the employee's role and what milestones must be accomplished. Doing this will help both of you confidently assess performance based on what's documented here and in the job description.

Employee's notes

Manager's notes

## Company norms & expectations

Share important company-wide policies, cultural norms, and guidelines. Then, review the company's vision and mission and share a few examples of what demonstrating or not demonstrating those values looks like.

Employee's notes

Manager's notes



## People management structure

Introduce your company's management structure. Communicate the importance of consistency around practices such as Weekly Check-ins, OKR tracking, quarterly Best-Self Reviews, and/or regular career discussions.

Employee's notes

Manager's notes

## Growth Opportunities

Discuss the potential career path or growth opportunities on your team. Set expectations and give the employee a clear vision of their career opportunities within your company, including the realistic amount of time they need to be in the role to master it and progress beyond it.

Employee's notes

Manager's notes



# About 15Five

15Five is a continuous performance management solution that helps employees grow and develop, in just 15 minutes each week. Through a lightweight weekly check-in, 15Five delivers everything a manager needs to impact employee performance, including continuous feedback, objectives (OKR) tracking, recognition, 1-on-1s, and 360° reviews.

To learn more, visit [www.15Five.com](http://www.15Five.com)

