



## Give Me Five Discussion Guide for Managers/Supervisors

### Best Practice for Give Me Five

The Give Me Five tool provides a format for employees and their managers/supervisors to have an open and productive conversation to provide clarity on role expectations and feedback.

### What should happen before a Give Me Five with a team member?

Before the Give Me Five discussion with your employee, review the employee's response to each question.

Additionally, take some time to think about:

- a) Two to three things you have noticed about the employee's performance that are positive, and
- b) One thing they could improve on.

This will ensure that you are well prepared for the meeting and the conversation is constructive.

### How often should I be scheduling a Give Me Five discussion with my employees?

Managers/Supervisors should set up regular check-ins with all employees. The following guidelines are recommended:

- It is important for you to identify the needs of your team and adjust the frequency of Give Me Five check-ins accordingly. However, It is required that each employee has at least one Give Me Five discussion per year and typically for 30 minutes.
- For new employees they should occur within 3-6 months from their start date.
- Expectations should be set in a Give Me Five discussion to clarify objectives for the team and individual for the year ahead.
- It is essential that feedback be provided throughout the year, not only in check-ins.
- It is mandatory that an employee has at least one Give Me five discussion per year.