



The 15 Minute Interview

What is it?

A regular meeting between an employee and supervisor to talk one-on-one about achievements, issues, and progress related to the employee's work and the workplace. It should be a two-way conversation.

What are the benefits?

- Ensures direct contact with supervisor.
- Maintains focus when work is extremely busy.
- Ensures that employee receives timely feedback.
- Enables employee input in the workplace.

How does it work?

Planning

Create a rotating schedule so that employee and supervisor meet regularly (i.e. weekly, monthly, every six weeks, but more than twice a year).

Doing

Be firm about the time, 15 minutes at the set hour.

Keep a note of questions, problems, and issues that can be addressed during the regular interview. The supervisor and the employee may make notes of discussions.

Follow-up

Ask for additional meetings for more urgent or complex matters that require more than a 15 minute time period.

The 15-minute Interview

Employee: _____

Job Title: _____ Date: _____

Division: _____ Period Covered: _____

Supervisor Comments:

Employee Comments:

Employee meets or exceeds current expectations: Yes No

(If no, complete a Performance Improvement Plan and attach)

This feedback tool has been completed for a 12-month period by:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy to the employee and supervisor. Send original to Human Resources for personnel file.