# Focus Person Email

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

# DOH: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Congratulations! You are eligible to form your annual performance review circle. Please follow the instructions and use the forms provided to guide you through this process. The entire process should be complete by (one month after DOH.)

# Performance Review Circle Aim: To provide you with feedback about your performance and to create an improvement plan to help facilitate your positive development at Children’s Choice.

# Attached you will find:

* *Circle Members & Availability*
* **This is due to your supervisor in ASAP**
* *Review Circle Preparation Form*
* **This is due to your supervisor one week before your scheduled circle.**

You can find other helpful resources on our website <https://www.childrens-choice.org/staffonly/> such as:

* A Sample Performance Review Circle Agenda
* Your Position Description
* Feelings/Needs Inventory

You should also receive your action plan from your last performance review from your supervisor.

Please complete the following steps:

1. Select 2-7 participants for your performance review circle and report them to your supervisor. The circle must include your supervisor(s) and those who have experience with your performance and whoseexperience, knowledge, and feedback you value.
2. Complete at least rounds 1 and 2 of the *Review Circle Preparation Form* and submit to your supervisor one week before your scheduled circle. Rounds 3 & 4 may be completed now or during the circle. Please refer to your position description and your previous goals/action plan to assist you in filling this form out.

Reflect on your performance using these guiding questions to help you organize your thoughts.

* How do you impact others’ jobs?
* How do you impact the organization?
* What value do you bring to our organization?
* How do you affect the dynamics and the morale of your co-workers?

After you complete the performance review process, you will receive a Cost of Living raise of **3.0 %** beginning on your date of hire anniversary. You are only eligible for this raise if you complete the Performance Review process.

If you have any questions or concerns, please direct them to your Site Director, Catherine, or Carrie.