**Performance Review Circle Members & Availability**

**Please return to your supervisor ASAP**

**Members:**

Focus Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)

Member #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member #5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member #6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member #7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate with an \* who the notetaker will be. This can be any member of the circle, including your supervisor, but excluding the focus person.

Please indicate ALL times for each day you are ABLE to attend a circle in the next 4 weeks. Circles take between 1 – 1 ½ hours. We will choose the best time based on everyone’s input!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday **\_\_\_\_\_\_** | Tuesday **\_\_\_\_\_\_** | Wednesday **\_\_\_\_\_\_** | Thursday **\_\_\_\_\_\_** | Friday **\_\_\_\_\_\_** |
| Monday **\_\_\_\_\_\_** | Tuesday **\_\_\_\_\_\_** | Wednesday **\_\_\_\_\_\_** | Thursday **\_\_\_\_\_\_** | Friday **\_\_\_\_\_\_** |
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**Review Circle Preparation Form**

**Due to Supervisor By (one month after DOH)**

# Round 1: What I have done well: Please think about what you would like to say and write your notes here:

# What do I do well in terms of my relationships?

* What do I do well in terms of my contributions to the environment?
* What do I do well in terms of facilitating positive, enriching, responsive, and/or novel experiences?

# Round 2: What I could do better: Please think about what you will say and write your notes here:

# What could I do better in terms of my relationships?

* What could I do better in terms of my contributions to the environment?
* What could I do better in terms of facilitating positive, enriching, responsive, and/or novel experiences?

**Round 3: Exploration of Improvement Areas:** What areas or dimensions need improvement (**not *how*** we want this to be improved). Examples may be time management, communication, relationships, attitude, etc. This will be based on all the information provided in the previous rounds and will be consented to by the circle. **This work will/can be done during the circle.**

**Round 4: Exploration of Improvement Plan:** The next part will be to brainstorm action step ideas. How would we like to see improvements in those areas? These must include **terms** and **measurements**. **This work can/will be done during the circle.**