# Supervisor email

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

# Your staff person, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOH: \_\_\_\_\_\_\_\_\_\_\_\_\_ is eligible to form their annual performance review circle. Please follow the instructions and use the forms provided to guide you through this process.

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

# Attached you will find:

* *Circle Member Email & Packet*
* *Review Circle Preparation & Summary Form*
* *Merit Raise Application & Worksheet*

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

* *The Circle Sample Agenda*
* *Position Description*
* *Feelings / Needs Inventory*

You should also provide circle members with the focus person’s **action plan** from their last performance review.

Please complete the following steps:

1. After receiving the names of the circle members from the focus person, email and/or hand deliver the Circle Member packet to all circle members. Please include the Focus Person’s goals/ action plan from their last review. The circle must include their supervisor(s) and those who have considerable experience with their performance.
2. Collect and review all prep forms and prepare for the circle. Ensure they are appropriately and respectfully filled out.
3. Collect the availability from the F.P. and the other circle members to set a date for the P.R. circle and notify all members.
4. Complete at least rounds 1 and 2 of the *Review Circle Preparation Form*. Rounds 3 & 4 may be completed now or during the circle.

* Reflect on their performance using these guiding questions to help you organize your thoughts.
* How do they impact others’ jobs?
* How do they impact the organization?
* What value do they bring to our organization?
* How do they affect the dynamics and the morale of their co-workers?

1. Return prep forms to all circle members so they may refer to them during the circle.
2. Facilitate the circle using the agenda and complete the action plan and gain consent (this can be during the circle or shortly thereafter, but it must be consented to by all members of the circle).
3. Complete the signed summary sheet and turn in to Programs Coordinator. **You may want to begin filling out the summary sheet ahead of the circle using the prep forms from the circle members.**
4. Discuss the merit raise and provide the F.P. with the Merit Raise application, if appropriate.