# Circle Member Email

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

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is ready for their annual performance review circle and has specially selected you to participate in their performance review circle because they value your experience, knowledge, and feedback. Please use this form to help you prepare for the process.

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

# Please review and complete, and submit the attached circle prep form.

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

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

# Please reflect on their performance: Please reflect on your past experience with your colleague in the workplace. Use these guiding questions to help you organize your thoughts.

# How do they impact your job?

# How do they impact the organization?

# What value do they bring to our organization?

# How do they affect the dynamics and the morale of you and your co-workers?

# Finding the right words can be difficult. If you need help, you can refer to the attached Universal Needs & Feelings chart &/or check in with your supervisor for assistance.

**Please be sure to T.H.I.N.K before you speak:**

**T:** Is it **T**rue**?**

**H:** Is it **H**elpful?

**I:** Is it **I**nspiring?

**N:** Is it **N**ecessary?

**K**: Is it **K**ind?

**When you have finished compiling your notes for rounds one and two, please submit a copy to the leader of the circle, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_**