**Performance Review Process**

**Office Assistant**

**Circle Member**

**P.C.**

**Focus Person**

**Supervisor**

**Payroll**

**At least one month prior to DOH Anniversary Date:**

**Email Supervisor Performance Review Packet:**

* Cover letter with instructions
* Prep Form
* Summary Sheet
* Circle Member email
* Circle Member prep form

**Email Focus Person**

* Cover letter with instructions
* Circle Selection & Availability
* Prep Form

**Complete Circle Selection**

Choose who you would like to be in your circle and record their names and email addresses. Complete the circle scheduling form. Turn into your supervisor.

**Notify Circle Members**

Email circle members with instructions and prep form.

**Complete Circle Prep Form**

Complete rounds 1 & 2 on preparation form and submit to your Supervisor by due date.

**Complete Prep Form**

Turn into the Focus Person’s supervisor (Facilitator) by due date.

**Set circle meeting date, notify circle members**

Email circle members the circle date and the circle member packets including due dates.

**Complete Circle Prep Form**

Complete at least rounds 1 & 2 of the circle prep form and submit to the Facilitator by the due date.

**Prepare for Circle**

Complete at least rounds 1 & 2 of the circle prep form

Review Focus person’s and Circle Members’ prep forms to ensure they are appropriately and respectfully filled out.

**After the Performance Review Circle:**

**Reply to Summary**

Consent or submit objections to all circle members.

**Summarize Circle and Submit for Consent**

Complete the Circle Summary and submit to all circle members for consent.

**(Optional)**

Complete and submit Merit Raise Application to supervisor by due date.

**Send Merit Raise Application to Focus Person**

Due date is 10 business days after application is sent.

**Activate COLA Raise**

Activation date should be DOH unless otherwise noted by Programs Coordinator.

**Review, Sign, Submit to Payroll**

**Submit Summary**

Address and satisfy any objections and submit final signed summary to Programs Coordinator.

**Reply to Summary**

Consent or submit objections to all circle members.

**Complete Merit Raise Application**

After completing Facilitator portion of the application, submit to Office Assistant.

**Submit Merit Raise Application**

If a raise is indicated, submit to payroll.

If no raise, submit to Office Assistant.

**Merit Raise Meeting**

Meet with Focus Person to discuss results of the Merit Raise application. Both Facilitator and Applicant should sign and date the application and submit to Programs Coordinator.

**Score Merit Raise Application**

Tally results and return to Facilitator