***Performance Review Sample Agenda***

Your Performance Review Circle will be run Sociocratically. All members of the circle are expected and will have the opportunity to share their feedback with the entire circle in order to provide you with a comprehensive view of your performance and to develop a useful and attainable goal-oriented action plan. Each round will begin with the focus person.

# Aim: To provide the Focus Person with feedback about their performance and to create an improvement plan to help facilitate their positive development at Children’s Choice.

**Domain:** To provide feedback and a professional development plan for the Focus Person.

**Check-In Round:** Beginning with the Focus Person, each member of the circle will have the opportunity to share with the group how they are coming to the meeting – revealing thoughts, feelings, distractions, or needs.

**Consent to the Agenda:**

# Round 1: Done Well:

# Round 2: Could do better:

**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.

**Clarifying Question Round**

**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.

**Clarifying Questions Round**

**Proposal:** Improvement Plan with terms and measurements:

|  |  |  |  |
| --- | --- | --- | --- |
| **Desired Result** | **Specific Goal** | **Measurement(s)** | **Term** |
|  |  |  |  |
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**Clarifying Questions Round**

**Consent Round**