



Annual Performance Reviews

Steps To Success for Managers & Employees

Overview:

- ▶ Why do we do Annual Performance Reviews?
 - ▶ Building A Culture of High Performance:
 - Clear Standards and Expectations
 - Year-Round Observations
 - Teacher Portfolio
 - ▶ Adding Value to Performance Reviews
 - Set the scene
 - Lead in time
 - Bringing Evidence
 - ▶ At The Performance Review
 - Steps to Success
 - Professional Development Plan
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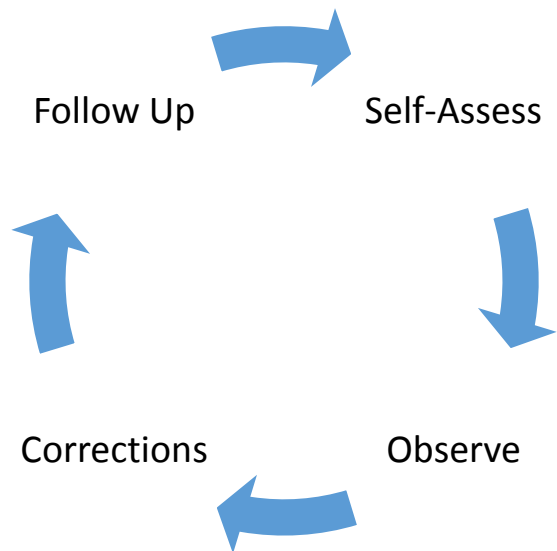
Why Do We Do Annual Performance Reviews?

- ▶ “Common Reasons:
 - ▶ Pay Increases
 - ▶ Standard Operating Procedure
 - ▶ Evaluating 12 months of performance
 - ▶ Company requirement
 - ▶ Other?
-
-

Building A Culture of High Performance

- ▶ **Clear Standards and Expectations**
Does your staff know the expected standards?

Year-Round Observations



Teacher Portfolio



Adding Value to Performance Reviews

- Set the Scene

A large empty rectangular box with a black border, intended for notes or a description of the scene.

► Preparation Requirements

Preparing for your Performance Review

Dear _____,

Your Performance Review has been scheduled on _____ at _____.

We will meet in the following location: _____.

Please prepare yourself by completing the following tasks:

- ☐ Finalize and organize your Professional Portfolio to bring along
- ☐ Complete your self-assessment using the Performance Review Tool
- ☐ Collect further evidence to support your self-assessment ratings
- ☐ List your contributions to your next Professional Development Plan
- ☐ List any points of discussion you would like to address in the meeting
- ☐ Other: _____

At The Performance Review

► Steps to Success

1. _____

2. _____

3. _____

4. _____

► Re- Interview Questions - Examples

1. Describe 2 ways in which you have improved your teaching skills this year?
2. Tell me about your approaches to dealing with challenging behaviors
3. What health & safety practices have you made extra effort with this year?
4. Tell me about the various ways you build rapport with new families
5. How can I better support you as a manager?
6. What challenges do you think we have to overcome as a team next year?
7. What, in your opinion, are your areas of opportunity?

What do you really want to know about your team member's year?

► The Professional Development Plan

Employee Profile: Professional Development Plan			
Name: _____		Dates: _____ - _____	
PD Goal	PD Activity	Transfer of Learning	Date Completed

Free download of the Professional Development Plan on www.bloomlearning.com FREE Resources

Employee Profile: Professional Development

Name: _____

Monthly Goal Sheet

January Goal: _____ How will you meet this goal?	February Goal: _____ How will you meet this goal?	March Goal: _____ How will you meet this goal?
April Goal: _____ How will you meet this goal?	May Goal: _____ How will you meet this goal?	June Goal: _____ How will you meet this goal?
July Goal: _____ How will you meet this goal?	August Goal: _____ How will you meet this goal?	September Goal: _____ How will you meet this goal?
October Goal: _____ How will you meet this goal?	November Goal: _____ How will you meet this goal?	December Goal: _____ How will you meet this goal?