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Sample Mid-Year Review 360 Feedback Email

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Mar 12



to bcc: Camilla, bcc: Linda, bcc: Magun, bcc: Kimberly, bcc: Ingrid, bcc: Tiffany, bcc: Elise, bcc: Sam, bcc: Raymond

Hello-

You are receiving this email because you work closely with the person listed in this email's subject. This person's performance is being reviewed as part of the regular review cycle. Just like teachers and our staff, our leaders participate in a review and evaluation process.

This leadership team member is hungry to grow in their work and has requested that you provide them some with some feedback to help them. Your identity will remain anonymous - even I won't know who you are when completing the form.

Please take a few minutes (no more than 20) to complete the [Leadership 360 Feedback Form](#) (click the link) on the person listed in the subject line of this email.

Please complete this form by **Wednesday March 21st**.

Thank you for helping us get better!

Annual Evaluation

This review provides a summative evaluation of your performance over the past year. More specifically, our performance evaluation consists of three main sections.

I. Results (what you got done)

What was your progress in reaching key goals for the year?

II. Performance Factors (how you got it done)

How are you demonstrating our core values?

III. Overall Assessment (overall, how well you did)

How did you do overall? What is the fundamental message of the evaluation?

RATINGS

The following scale is used for all ratings in the review.

E: Exceeds expectations – consistently delivers exceptional results, is a model for others to follow, rare.

M: Meets expectations – consistently meets expectations in all areas.

P: Partially meets expectations – meets expectations in some areas but needs improvement in others.

D: Does not meet expectations –needs significant improvement quickly.

(Select One:) Selfevaluation Manager's evaluation

Employee name: **J.DOE**

Manager name: **A. Quigley**

Review period: **10/17 - 5/18**

Review date: **5/22/18**

Section 1: Results



Goal	Result	Rating
2017-18 Student Recruitment - 350 Break even number	<ul style="list-style-type: none"> 369 Students at Day 20 	E
Improved Staff Culture - as outlined in the plan set at the beginning of the year	<ul style="list-style-type: none"> 93 % of staff SA/A they look forward to coming to work 97% feel school culture moving in right direction 	E
Dismissal - improvement safety and procedures	<ul style="list-style-type: none"> Complete shift from prior to implementation - safe and structured ordered to dismissal 	E

Section 2: Performance Factors

Core Values	Rating
<p>Respect and Humility</p> <p>We are curious when we receive new information and actively listen to all teammates. We give each other the benefit of doubt / generosity of spirit. We take the work seriously, but don't take ourselves too seriously. We discuss kids with a growth mindset.</p>	E
<p>Continuously Increasing Effectiveness</p> <p>We give and receive direct feedback and hold each other accountable We let ourselves be vulnerable in order to get better We initiate reflection, are data driven, and are always pursuing 100%</p>	E
<p>Intentionality</p> <p>We are disciplined in our thought process and are proactive in our planning We plan for the smallest details and treat everyday like the "Big Game" We make sure that every decision is grounded in our school's mission and values</p>	M
<p>Personal Responsibility</p> <p>We look internally for answers when the vision isn't being met We find the third way and are solution-oriented We start on time and meet deadlines</p>	E
<p>High Expectations</p> <p>We go "all in" by being focused and present We take risks and own our challenges</p>	E



We are constantly searching for the 1% that will take us to the next level	
Teamwork We take concerns to the source We communicate and operate as a team We stay committed to decisions We use email for information, not communication	E
Essential Skills	
<i>Problem-solving:</i> Identifies issues, effectively structures problems, analyzes data to produce insights, and generates wise, actionable recommendations.	M
<i>Project management:</i> Oversees and structures complex projects, plans backwards, and ensures quality end-products are delivered on or ahead of schedule, without crises.	M
<i>Communication:</i> Produces strong written documents, edits documents effectively, engages in effective verbal communication, and conducts effective large group presentations.	E
<i>External relations:</i> Serves as an effective ambassador, builds connections, and maintains effective relationships with outside constituents.	E

Section 3: Overall Assessment

Overall performance rating: Exceeds Expectations Meets Expectations
 Partially Meets Expectations Does Not Meet Expectations

What two or three things is this staff member doing best?

- Ms. DOE is the consummate servant leader. She leads by modeling the type of behavior (humble, hungry smart) that we hope to see in all of our staff. She lives out the core values and consistently goes above and beyond for the good of the school.
- Ms. DOE has welcomed change and new systems that have been implemented. She has never but her personal ego about anything done previously at HSA in the way of progress. She consistently looks to find a better way to do something.

What two or three things should the staff member improve in?

- Ms. DOE can work on front end planning and systems management. As the school grows in quality and our systems get more sophisticated, she will have to become even more detail oriented, and intentional in her work.
- Delegation - Ms. DOE willingly takes on most things herself. She will need to delegate more effectively in order to ensure the school runs efficiently and she does not get overwhelmed, leading to dropped balls. She also for many years has been doing other people's jobs.



- Paper Organizational systems - she never loses anything or seems to misplace anything, so this perhaps may not be an issue but it appears based on observation that effective paper/office organization systems need to improve.

What's the fundamental message that you want this staff member to take from this evaluation? (Or, if filling out a self-evaluation, what's the fundamental take-away for your manager about your self-assessment?)

Ms. DOE has been the rock on which this school has rested for many years. Her professionalism, commitment to high quality work, and willingness to go above and beyond for the good of the school has kept Healthy Start Academy afloat. She's an outstanding employee who exceeds expectations. She works relentlessly hard and takes on new challenges with a positive attitude. She sets a positive tone for the school but has no problem being firm when necessary. It's impossible to imagine Healthy Start Academy being open without Ms. DOE and it's exciting to know that she's going to be a critical part of its transformation to a high performing organization. over the next five years. Ms. DOE will be taking on increasingly more responsibility and leadership as the organization matures and grows in sophistication. She's more than qualified!

Some feedback from colleagues:

She explains the importance of positive communication. She demonstrate how to be professional and how to deal with difficult situation in a professional manner.

Personality is always pleasant and understanding, willing to explain in detail what needs to be done and expectations

Always incredibly helpful with problems or issues regarding HR or licensing. Very welcoming and warm as well as diligent in improving HSA.

1. She is always reliable and a great resource. 2. She has a special way with parents and I can always count on her to support me but also support the parent.



Mrs. DOE is always prompt with communication and very politically correct. If there are ever any concerns, we can go to her and she will be sure to make sure everyone involved in an issue is pulled in to the conversation.

* Mrs. DOE is very caring and wants what is best for the staff and students - she goes above and beyond to make sure that everyone feels safe & secure at our school.

Mrs. DOE is doing a great job working on providing scholars with a healthy breakfast and lunch at the school. Mrs. DOE is doing a great job on communicating to staff/teacher on working to build good communication system with parents at the start of the school year and until the end.

Active listener and allows me to grow in my position

**Instructional Leadership Team Weekly-Meeting
2/16/18**

Time	Agenda Items	Next Steps/Actions
	How are you?	
	<ul style="list-style-type: none"> ➤ Open Loops/Old Items - Follow-up from Survey <ul style="list-style-type: none"> ○ Decide on Joy visits and how ○ Schedule of TLAC get better faster ○ Modeling and real time coaching ○ Other items to respond to survey data. 	
	➤ Upcoming Week	



	<ul style="list-style-type: none"> ○ What are our priorities in coaching meetings and data/planning meetings this week? ○ What are we focused on? 	
	<ul style="list-style-type: none"> ➤ Quick Hits/Hot Spots <ul style="list-style-type: none"> ○ What are some things that we need to hit quickly ○ Accelerated Reader Roll out? 	
	<ul style="list-style-type: none"> ➤ Data and Assessment <ul style="list-style-type: none"> ○ IA Next Steps ○ NWEA/i-ready next steps 	
	<ul style="list-style-type: none"> ➤ Longer Term Issues <ul style="list-style-type: none"> ○ Curriculum Plans for next year ○ Teacher staffing items for next year 	

Check-in Meeting Agenda [Template]

Goals	Current Results	Projected Results

Weekly Check-in

This week will be successful if... (my priorities for the week)

- 1)
- 2)
- 3)





1. Key updates – following up on last week’s top priorities

- 1.
- 2.
- 3.

1. Items for your input

- 1.
- 2.
- 3.

1. Learning

	One success	One area for improvement
Self-reflection from staff member		
Feedback from manager		

- 1.
2. On back burner / not getting to yet (FYI)
 - a.
 - b.
3. What else is on your (the manager’s) list?
4. Next steps / repeat-back

03 February 20, 2018		
Time	Agenda Items	Next Steps/Actions
5 Min General Check In and Feedback	<input type="checkbox"/> General Check-In <input type="checkbox"/> How are you?	<input type="checkbox"/>
Open Loops/Repeat Items 5 minutes	<input type="checkbox"/> Sweatshirts BBall <input type="checkbox"/> BrightArrow Training - Update: On task list for 18-19 school year (July 1) still waiting on callback from company <input type="checkbox"/> After School Tutoring Program	From last week: AQ talk to Lewis about the BHM program <ul style="list-style-type: none"> ● AH looking into positive promotions for bracelets and magnets – bracelets received. ● AQ finalize design and get to Matt for BBall and staff ¾ zip



Quick Hits 5 mins	<input type="checkbox"/> Keep Durham Beautiful <input checked="" type="checkbox"/> Kappas of Durham Foundation <input checked="" type="checkbox"/> Board Meeting Preparation <input checked="" type="checkbox"/> New Calendar Format <input checked="" type="checkbox"/> Needs for Teacher Recruitment	<ul style="list-style-type: none"> ● AH will follow up with KDB - completed volunteer form; wtg on response. ●
Upcoming Events and Calendar 5 min	<input checked="" type="checkbox"/> Info Session - Feb 22 - what does it look like? <input checked="" type="checkbox"/> PTO Mtg/BHM Performance - Feb 27 - Staging <input checked="" type="checkbox"/> Honor Roll Ceremony - Feb 23 (during PRIDEtime) at 8:30 am <input type="checkbox"/> Response to BTSP Monitoring Areas of Concern Workplan - 90 days (before June 13) <input type="checkbox"/> Building Walk-Thru (on a Saturday) <input type="checkbox"/> Prep for Title 1 Monitoring Visit <input type="checkbox"/> USDA PPT Presentation	<ul style="list-style-type: none"> ● We will welcome people to the library ● At 6pm - AQ will do a presentation - brief ● Take Questions ● Tour Classrooms <ul style="list-style-type: none"> ○ Howard ○ Tancini ○ Oldham ○ Collins ○ Wallace ○ Groo?
HR and Staffing Items 10 minutes	<input type="checkbox"/> Teacher Working Conditions Survey - March 1 <input type="checkbox"/> Teacher candidate listing/Frontline: Are you Good? <input type="checkbox"/> EOY Exit Procedures <input type="checkbox"/> Organizational Chart	<p>Let's make sure that I have all the information that I need to do</p>
Student Recruitment 5 ins	<input checked="" type="checkbox"/> Intent to Return Update <input checked="" type="checkbox"/> Information Sessions? <input type="checkbox"/> Daycares/OBT - Family Day? <input type="checkbox"/> Flea Market - April dates March 10	<input type="checkbox"/> 100% returned. Nine students indicate they will not return <input type="checkbox"/> March 17th 9:00 (Saturday)
Problem Solving ? 5 mins	<input type="checkbox"/> Tardiness Management	<input type="checkbox"/> Ms. Brown to track tardiness in LiveSchool

2x2 Feedback Form

The 2x2 system ensures that managers and staff members talk about how things are going in their work. The manager and the staff member each fill out two things she is doing well and two things she could do better, as well as two things the other person is doing well and two things that could be better. For the staff member, the focus is on her performance overall; for the manager, the focus is on her work with this staff member.



You might build a monthly meeting around the 2x2 form, or you might incorporate it occasionally in your check-ins.

	Identifiers	Example
Two things I'm doing well ¹		
Two things I could do even better		
Two things you're doing well		
Two things you could do even better		
60 Day Goal	Please identify one measurable 60 day goal you will achieve before the EOY	<i>Ex. I will make 25 parents contacts and process 15 student applications.</i>

¹ If you're a staff member, list two things you're doing well in your work overall; if you're a manager, two things you're doing well in your work with this staff member.



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		i	Category	Project	Pr...	Due Date	Task Name	Task Owner	Other Owners/...	Done	Status	Comments/Next s
1			Instruction	Curric Build	!		Printing A-Z Readers/Copying/Organizing	Aronda Hill		<input type="checkbox"/>	●	Hold on this until
2			Instruction	DDI	!		Develop and finalize a pacing and assessment calendar	Alex Quigley		<input type="checkbox"/>		
3			Instruction	DDI	!		Create system of weekly quizzes we can utilize to track assessment performa	Alex Quigley		<input type="checkbox"/>		
4			Instruction	Schedule	!		Revise schedule based on new literacy requirements	Alex Quigley		<input type="checkbox"/>	●	
5			Instruction	Curric Build	↓		Create folder hierarchy	Alex Quigley		<input type="checkbox"/>		
6			Instruction	Curric Build	↓		Update all consultant information	Aronda Hill		<input type="checkbox"/>	●	
7			Instruction	Curric Build	↓		Review ACE Framework with coaches	Alex Quigley		<input type="checkbox"/>	●	
8			Operations	Facility	!	07/13/18	SRO grant due	Alex Quigley		<input type="checkbox"/>		
9			Operations	Branding	!	06/29/18	Complete branding breakdown for Springer Studio	Alex Quigley		<input type="checkbox"/>		
10			Operations	Photos	!	05/24/18	Order frames for photos	Aronda Hill		<input type="checkbox"/>	●	http://www.micha
11			Operations	Facility	-		Create School Furniture Inventory	Aronda Hill		<input type="checkbox"/>	●	Hill to work with J
12			Operations	Compliance	-	08/30/18	Complete the updated perf framework			<input type="checkbox"/>		
13			Operations	Branding	-		Room classroom assignments - talk to Signature about design/finalize names	Alex Quigley		<input type="checkbox"/>		
14			Operations	Facility	↓		Eleviate comp lab (lower level) turn into teacher resource room	Aronda Hill		<input type="checkbox"/>		line with bookshe
15			Operations	Facility	↓		Andrew Building - Eric Alton (no sound)	Aronda Hill		<input type="checkbox"/>		