



Staff Leadership and Performance Review *Masterclass*



Summer is the perfect time to do a debrief on your dance year and get your staff geared up for the next one. Regardless of when you do it depending on where you are in the world, it's just important to plan for it. Part of this process is doing regular staff performance reviews. We are going to take you through how to get feedback from your staff on a weekly basis as a quick check-in and the process of doing a thorough 360 Review!

A big thank you to our IC members who have contributed to this system that the DSOA has created: Hillary Parnell and Cara Poppitt

PLEASE FILL OUT THE INNER CIRCLE FEEDBACK FORM ON THE STAFF LEADERSHIP & PERFORMANCE REVIEW MASTERCLASS [HERE!](#)

What to Think About When Evaluating Your Staff's Leadership & Creating Your Staff Performance Reviews:

- Q: How often do I want to provide feedback to my admin staff? Teaching staff?
 - Weekly with a 15-5 check-in
 - Monthly
 - Quarterly
 - Yearly in an extensive performance review
- Q: Do I want to have my staff do a self-review?
 - This is an easier process for larger studios with more staff
 - Staff are usually harder on themselves than on others
 - How will you use this information and you as the owner should still conduct a performance review meeting in which you use their self-review info
- Q: If you have staff review others, what does that look like?
 - Studio Directors/Managers
 - Office Admin
 - Program Directors/Managers
 - Teachers
- Q: What resources do I need for my staff review process?
 - Survey tools – Google Survey / Form or Survey Monkey
 - Review template for staff to receive

- Contracts
- Staff support
- Review meeting scheduler

- Q: What is the timeline for doing your staff review process?
 - Assign who reviews who (include self review)
 - Provide time for staff to review themselves and/or others
 - Give yourself time to collect the data and schedule meetings
 - Process can take up to 4 weeks to complete

- Q: When is the best time to renew contracts?
 - For U.S., Canada and U.K. members the summer is best (after your recital / end of year showcase)
 - For Australia and New Zealand studios, after Term 4 is best (at the end of the calendar year)

Where to Start With a New Staff Member:

The [Inner Circle Team Onboarding System](#) is a great place to start if you have a new staff member starting or if you have never done any performance reviews.

Types of Performance Reviews:

1. [15 - 5 weekly feedback](#)
2. [In-studio teacher feedback](#)
3. [Teacher Self Review](#)
4. [Director Self Review](#)
5. [Staff 360 Review](#)

Creating Your Asana Forms:

Step 1: In your Asana account go to the top right corner where it says “Customize”

Step 2: Click there and then a menu comes up with options

Step 3: Choose the “Forms” option and then to the right click on “Add Form”

Step 4: Name your form and fill out the sections you want on your form with the questions available on the right

Step 5: Get the link to share your form in a task with your staff

Step 6: Start with these easy forms:

- [15-5 Form](#)
- [Time Off Request Form](#)

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