

## **Communication to Staff Member and copy Supervisor to initiate Performance Review and Development Process**

The purpose of this email is to initiate and outline the procedure for your two year Performance Review and Development Plan. Please review the Performance Review and Development procedure which outlines the process in detail.

The following documents are attached:

1. Performance Review and Development Procedure
2. Multiple Reviewer Names Submission Form
3. Self-Assessment
4. Performance Development Plan

In order to begin the process, you will need to complete and email the following documents to your supervisor, ([Name of Supervisor](#)).

- **By date (3 days)** - Multiple Reviewer Names Submission Form
- **By date (2 weeks)** - Self-Assessment and Performance Development Plan

Your Performance Review and Development Plan meeting will be scheduled by your supervisor and will occur within approximately six weeks.

If you have any questions, please contact me at 519-473-0530 ext. 114 or by e-mail.

Regards,