

PERFORMANCE REVIEW vs. CHECK-IN

A Check-In is a form used to gauge a Summer Staff's effectiveness in leading a Skill or Devo. Check-Ins can be completed by someone who is not a Summer Staff's Supervisor but is given to a Supervisor for use during a Performance Review. A Performance Review is a process used to gauge a Summer Staff's performance holistically. Performance Reviews are only completed by a Summer Staff's direct Supervisor.

FILLED OUT: when a Supervisor should complete the form and submit for approval.

GIVEN: when a Supervisor should review the Performance Review or Check-In with the Summer Staff.

PERFORMANCE REVIEWS | All Summer Staff receive 2 Performance Reviews over the course of a summer.

	WSCB MB	WSCB CG	WSCG MB	WSCG YH	WSCG CS	WSCC	WSCF
#1 FILLED OUT	Week 2	Week 2	Week 2	Week 2	N/A	Week 1-4	N/A
#1 GIVEN	Week 3	Week 3	Week 3	Week 3	Week 1 (verbal)	Week 1-4	Session 3 (verbal)
#2 FILLED OUT	Week 5	Week 5	Week 5	Week 5	Week 2	Week 5-8	N/A
#2 GIVEN	Week 6	Week 6	Week 6	Week 6	Week 3	Week 5-8	N/A

**WSCF new hires will receive documentation with verbal Performance Reviews*

SKILL CHECK-INS | Summer Staff who lead a Skill receive 1-2 Skill Check-Ins over the course of a summer.

	WSCB MB	WSCB CG	WSCG MB	WSCG YH	WSCG CS	WSCC	WSCF
#1 FILLED OUT	Week 2	Week 2	Week 2-3	Week 2	Week 2	Week 1-4	N/A
#1 GIVEN	directly after	directly after	directly after	directly after	directly after	Week 1-4	N/A
#2 FILLED OUT	Week 5	Week 5	Week 5-6	Week 5	N/A	Week 5-8	N/A
#2 GIVEN	directly after	directly after	directly after	directly after	N/A	Week 5-8	N/A
OBSERVERS	Indoor SL Outdoor SL Activities Coord.	Activities Asst. Activities Coord.	Activities Coord. Skill Leader Sports Asst. PAC Asst.	Activities Coord. Skill Leader Sports Asst. PAC Asst.	Activities Coord. Activities Leader Skills Assistant	Activities Director	N/A

DEVO CHECK-INS | Summer Staff who lead a Devo receive 2 Devo Check-Ins over the course of a summer.

	WSCB MB	WSCB CG	WSCG MB	WSCG YH	WSCG CS	WSCC	WSCF
#1 FILLED OUT	Week 2	Week 2	Week 2	Week 2	N/A	Week 1-4	N/A
#1 GIVEN	during PR	during PR	during PR	during PR	during PR (verbal)	Week 1-4	N/A
#2 FILLED OUT	Week 5	Week 5	Week 5	Week 5	Week 2	Week 5-8	N/A
#2 GIVEN	during PR	during PR	during PR	during PR	during PR	Week 5-8	N/A
OBSERVERS	Worship Leadership Team	Worship Leadership Team	Village Leaders	Club Leaders	Legacy Leaders	Theme Director	N/A