



*“We believe
‘how’ we are together
informs, nourishes &
inspires ‘what’ we
can achieve”*

Role Review / Self-Evaluation GUIDELINES & TEMPLATE

An Empowering Process

A self-evaluation of each individual Role within a team, shared verbally with the team for feedback, is an empowering process. Role Reviews are a powerful way to remove the hierarchy barrier of being told whether you are ‘right’ or ‘wrong’, “good” or ‘bad’, ‘successful’ or ‘failure’ in your Role, as it asks the individual to self-assess the areas they feel best about, along with the areas they feel are needed for improvement, with an opportunity to request support in certain areas. There is also time to receive feedback, input and support from other team members — based on your agreed [Role Outline](#).

The spirit of this process is one of *respect, kindness, and appreciation*, coupled with *learning and growth, mutual support and co-mentorship*.

It is a simple procedure, and once understood, modelled and repeated bi-annually within the team, it becomes part of the team’s co-creative learning and empowerment cycle. This **Role Review / Self-Evaluation Template** will support you to practice and create the unity & alignment necessary for healthy, effective [Collaboration, Creativity & Connection](#) within your team.

Basic verbal ~45 minute procedure:

- ❖ Person in the Role will choose their review committee from the following:
 - 1-2 people they directly work with (option: members of the community)
- ❖ Role Outline is described & agreed upon (ie: “I understand that Role that I have been fulfilling”)
- ❖ Person being reviewed goes over:
 - what has gone well, what has been achieved, what are they enjoying within their Role + skill set
- ❖ Rest of circle (ideally Role + at 2 Team Members) add further positive aspects of Role delivery
- ❖ Person being reviewed goes through:
 - what has been challenging (eg: timelines not met, actions not achieved, skills needing developing)
 - what needs support or needs improvement.
 - May request additional training, or support from other team members at this point.
- ❖ Others may add any additional tune ups/improvements and suggested ways to achieve this, also in consideration of the other Roles within the Team.
- ❖ Person being reviewed outlines next steps in their Role, others add any further ones. All agree.

It is the order that makes this empowering process Sociocratic i.e. person being reviewed gets to prepare their self-review in writing, and to share it verbally with others first, and then the others can agree (if they want to), add to anything that has not already been said, and offer any constructive feedback.

Below is a simple set of pre-meeting questions for the Role holder to reflect on. It is recommended that this process be completed every 6 months / bi-annually by everyone on the team.

CULTURE GARDEN

Role Review Self-Evaluation



Name: ...

Role: ...

Date: ...

(A) What are your major accomplishments to date – What do you feel best about?

- ...

(B) Identify your strengths in Role performance:

- ...

(C) Identify areas where you'd like to improve in your Role performance:

- ...

(D) What can your team do to help you in your Role in the best manner possible?

- ...

(E) Any changes, tune-ups or additions to your Role Outline, or other Roles that might be beneficial for the evolving Team?

- ...

(F) Plan for the future – What do you want to accomplish prior to your next evaluation? This may include personal development:

- ...

