

Member Review

Memo to Host Site Supervisors

DATE:

TO: Host site supervisors

FROM: AmeriCorps program director

RE: AmeriCorps member reviews

Per our sponsor-site agreement, at least three performance reviews for members assigned to your site must be conducted on an annual basis. The reviews cover the periods listed below:

Start date – 3rd week of October	→	Due 4th Friday of October
3rd week of October – 2nd week of January	→	Due 3rd Friday of January
3rd week of January – 3rd week of April	→	Due 4th Friday of April

Under certain circumstances related to member performance or summer activities, AmeriCorps reserves the right to request a fourth review.

The purpose of member reviews is three-fold:

- To give feedback to members about their performance, clarify expectations related to specific service duties, and highlight strengths and identify areas needing improvement
- To provide legal grounds for the retention, re-enrollment or termination of members
- To gather evaluative data for reporting and planning

Please use the following procedure:

- Give the member a copy of pages 1 and 2 to complete; schedule a time to meet for a joint review. Ask the member to choose for discussion at that time three items done well and three items that could be improved.
- Meet for the joint review; redo page 1 (after discussion) and complete page 3 together.

Page 1: Document your agreement on a joint review form after discussing the areas you agree on and those you do not. When scoring performance, please keep in mind that under typical working conditions no more than 5% of employees receive scores of 5, which equates to exceptional. It is important to score candidly, and there is no harm in leaving room for growth.

Page 3: Member and supervisor document strengths and weaknesses; for any areas deemed unsatisfactory, jointly develop an action plan to improve performance.

- Performance improvement plans should:
 - Be specific and clear
 - Be reviewed by all involved
 - Have specific dates when the action(s) will be completed
 - Have measurable results.

Certify the joint evaluation with your signatures and date on page 3. Make two complete copies of all of the review forms: Give one to the member, keep one, and return all the originals to the AmeriCorps office.

As always, we are available to meet with supervisors and/or AmeriCorps members at any point in the evaluation process. Thank you for your support in helping members at your site to successfully perform their roles. If you have any questions or comments, please call us at

_____.