



MID-YEAR PERFORMANCE CHECK

Employee: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

This form is a discussion guide for providing and receiving feedback for a mid-year performance check/review. Additional documentation should be attached.

AGENDA

Table with 2 columns: Topics Discussed (Note N/A if not applicable.) and Check Off When Done. Rows include: Where and how the employee's performance is successful and effective, Progress in correcting/improving performance as noted in the annual evaluation and possible work process improvements, Progress toward goals, Opportunities for developing/enhancing knowledge and skills (e.g. work/project assignments, workshops, etc.), Employee's feedback and suggestions for the supervisor, and Anything else the employee or supervisor would like to address.

Comments:

Large empty rectangular box for comments.

The above topics have been discussed: (Electronic signatures are acceptable.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

When the form is completed and signed, please give a copy to the employee and send a copy to HR for the employee's personnel file.