



Performance Expectations & Review Mid-Year Form

Employee Name: _____ Manager Name: _____

Job Title: _____ Review Period Start Date: _____

Department: _____ Discussion Date: _____

Goals for the Review Period			
Performance Goals		On Track	
		Yes	No
1			
2			
3			

If "No" was selected for any goal above, please specify modifications/recommendations for change to specific behaviors that should help the employee accomplish these goals. If a particular goal is no longer relevant, make note of it on the original evaluation form and replace it with a new goal (if applicable).

Goal #	Modifications/Recommendations

Development Plan for the Review Period			
Development Activity		On Track	
		Yes	No
1			
2			
3			

If "No" was selected for any development activity listed, please specify modifications/recommendations for change to specific behaviors that should help the employee accomplish these activities. If a development activity is no longer relevant, make note of it on the original evaluation form and replace it with a new activity (if applicable).

Activity #	Modifications/Recommendations

From the expected behaviors below, please indicate whether the employee is meeting expectations (ME) or needs improvement (NI) in the specific behavior areas. (Please refer back to the original evaluation form for specific examples related to each behavior)

Behaviors Expected for the Review Period					
Behavior	ME	NI	Behavior	ME	NI
Job Knowledge & Skills			Quality Orientation		
Teamwork			Customer Focus		
Takes Initiative			Solves Problems		
Communicates Effectively			Develops Self		
Follows Guidelines & Acts w/ Integrity					

If improvement is needed in any behavioral areas, please offer suggestions/recommendations to the employee that should help them improve in this specific area.

Behavior	Suggestions/Recommendations

Employee Acknowledgement

I have reviewed this document and discussed the contents with my manager/supervisor.

Employee Signature

Date

Manager/Supervisor Signature

Date

Language Interpreter Signature

Date