



## Mid-Year Performance Evaluation

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Employee's Name: \_\_\_\_\_ Employee's Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Supervisor's Report \_\_\_\_\_ or Employee Self-Assessment \_\_\_\_\_

**Purpose:** *This mid-year performance evaluation is designed to provide the employee with valuable feedback to support learning and continuous performance improvement. Please complete the areas of strengths and areas of improvement, as well as relevant examples. Finally, develop in consultation with the employee an Improvement Plan, with action steps and timelines for completing each step.*

### 1. Areas of Strength & Examples

### 2. Areas to Improve & Examples



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**3. Improvement/Professional Development Plan** (see Annual Evaluation for reference)  
Include Goals, Action Steps, and Timeline for fulfilling the steps.

**4. Summary** – Circle the appropriate performance level

- (5) Excellent (top 10% or above)
- (4) Good (top 30% to top 10%)
- (3) Satisfactory
- (2) Unsatisfactory: Retain with detailed Improvement Plan
- (1) Unsatisfactory: Retain with detailed Improvement Plan and Conditional Employment

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Supervisor's Signature	Title	Date
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Evaluation discussed with the Employee on: \_\_\_\_\_ (date)

Employee Comments (including any comments in the nature of an “upwards” assessment):

**NOTE TO EMPLOYEE:** If you disagree with any of the information contained in this document, you may submit a written statement explaining your position. The statement will be kept in your personnel file.

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Employee's Signature (as receipt for a copy)	Date
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