

## MID-YEAR PERFORMANCE EVALUATION – STAFF

### EMPLOYEE INFORMATION

Employee Name:		Employee ID:	
Position Title:		Department:	
Evaluation Period:	From:      To:	Review Date:	
Supervisor Name:		Supervisor Title:	

### Section A: Mid-Year Performance Goals Achievement (60% of Overall Rating)

#### Goal Category 1: Core Performance Goals (50% weight)

##### Goal 1:

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

##### Goal 2:

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

##### Goal 3:

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Core Performance Goals Average Rating:</b>	_____ /5.0
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**Goal Category 2: Professional Development Goals (10% weight)**

**Development Goal 1:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Development Goal 2:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Professional Development Goals Average Rating:</b>	<u>                    </u> /5.0
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**Section B: Professional Competencies (40% of Overall Rating)**

**Communication and Collaboration:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Leadership and Mentoring:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Adaptability and Continuous Learning:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
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<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Professional Conduct and Values Alignment:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Professional Competencies Average Rating:</b>	_____ /5.0
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**Section C: Overall Mid-Year Performance Calculation**

**Rating Calculation:**

Category	Weight	Average Rating	Weighted Score
Core Performance Goals	50%		
Professional Development Goals	10%		
Professional Competencies	40%		
<b>Total Overall Rating</b>	<b>100%</b>		

<b>Overall Performance Category:</b>	<input type="checkbox"/> <b>Outstanding</b> (4.5-5.0) - Consistently exceptional performance across all areas <input type="checkbox"/> <b>Exceeds Standards</b> (3.5-4.4) - Regularly surpasses expectations with high-quality results <input type="checkbox"/> <b>Meets Standards</b> (2.5-3.4) - Successfully fulfills all job requirements and expectations <input type="checkbox"/> <b>Improvement Needed</b> (1.5-2.4) - Performance meets some but not all expectations <input type="checkbox"/> <b>Unsatisfactory</b> (Below 1.5) - Performance fails to meet minimum job requirements
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**Section D: Performance Summary and Development Planning**

**Employee Self-Reflection:**

<b>Greatest Accomplishments This Year to Date:</b>	
<b>Biggest Challenges Encountered:</b>	
<b>Key Learning and Growth Areas:</b>	
<b>Career Aspirations and Interests</b>	

**Supervisor Assessment:**

<b>Employee's Key Strengths:</b>	
<b>Areas for Continued Development:</b>	
<b>Support and Resources Needs:</b>	
<b>Recognition and Achievement:</b>	

## Section E: Goals for Next Performance Period

### Updates to Current Year Goals:

#### Core Performance Goals:

<b>Goal 1:</b>	
<b>Success Metrics:</b>	
<b>Target Completion Date:</b>	

<b>Goal 2:</b>	
<b>Success Metrics:</b>	
<b>Target Completion Date:</b>	

<b>Goal 3:</b>	
<b>Success Metrics:</b>	
<b>Target Completion Date:</b>	

#### Professional Development Goals:

<b>Goal 1:</b>	
<b>Success Metrics:</b>	
<b>Target Completion Date:</b>	

<b>Goal 2:</b>	
<b>Success Metrics:</b>	
<b>Target Completion Date:</b>	

## Section F: Development Plan

### Training and Development Priorities:

#### Skill Development Needs:

<input type="checkbox"/> Technical Skills:	
<input type="checkbox"/> Leadership Skills:	
<input type="checkbox"/> Communication Skills:	
<input type="checkbox"/> Other:	

<b>Recommended Training/Development Activities:</b>	
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<b>Timeline for Development Activities:</b>	
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<b>Resources Required:</b>	
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## Section G: Signatures and Approvals

### Employee Acknowledgment

<b>Employee Comments:</b>	
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<b>Employee Signature:</b>	<b>Date:</b>
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*I acknowledge that I have reviewed this performance evaluation with my Supervisor. My signature does not necessarily indicate agreement with the evaluation.*

### Supervisor Certification

<b>Supervisor Comments:</b>	
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<b>Supervisor Signature:</b>	<b>Date:</b>
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### HR Review

<b>HR Representative Name:</b>	
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<b>HR Signature:</b>	<b>Date:</b>
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### Next Level Reviewer Approval (if required)

<b>Reviewer Name:</b>		<b>Title:</b>	
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<b>Reviewer Signature:</b>	<b>Date:</b>
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## Section H: Performance Improvement Plan (if applicable)

### Performance Improvement Required

- Yes - Complete Performance Improvement Plan  
 No - Performance meets or exceeds standards

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Form completed on: \_\_\_\_\_ Next scheduled review date: \_\_\_\_\_