# **Mid-year Performance Review**

|  |
| --- |
| **Employee’s Name and ID:** |
| **Job Title:** |
| **Department:** |
| **Reviewer’s Name and Title:** |
| **Date:** |

**1.** **Reflect on the past semester**

What was the employee’s overall performance? Evaluate highlights as well as challenges from the six months.

|  |  |  |  |
| --- | --- | --- | --- |
| Highlights | Rate | Challenges | Rate |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.** **Ability to accomplish new responsibilities and roles in the past six months**

|  |
| --- |
|  |

Rating \_\_\_\_\_\_\_\_\_

**3.** **Areas of improvement**

|  |
| --- |
|  |

Rating \_\_\_\_\_\_\_\_\_

**4.** **Future goals**

What are the future goals and expectations for the next six months?

|  |
| --- |
|  |

Rating \_\_\_\_\_\_\_\_\_

**Manager's Comments: Employee’s comments:**

|  |  |
| --- | --- |
|  |  |

**Reviewer name/ signature: Employee name/ signature:**

**Rating Scale:**

5 – Outstanding

4 – Very satisfactory

3 – Satisfactory

2 – Unsatisfactory

1 – Poor