

CHICAGO STATE UNIVERSITY

Mid-Year Performance Evaluation

(Use this form for mid-year review, probationary employees, or special situations)

Purpose

The purpose of the Mid-Year review process is to provide an opportunity for supervisors and employees to engage in a discussion regarding progress on employee's annual goals. It is also an opportunity for supervisors to acknowledge and encourage good performance and address any possible issues that may have developed.

Process

Supervisor	Employee
1. Schedule appointment with each employee to discuss progress on goals.	Request an appointment with supervisor to discuss progress on goals
2. Supervisor should be prepared to ask questions regarding the status of each goal, offer ideas, suggestions and/or appropriate guidance to employees who may be experiencing frustration in making progress toward achievement of goals.	Employees should come prepared to talk about the progress made on each goal, any barriers being encountered that are preventing progress, requests for appropriate assistance from supervisor, etc.
3. Supervisor and employee should identify and discuss whether or not goals are still relevant. Goals that are no longer relevant should be replaced or rewritten so that during the Annual Performance Review, all goals will have direct relevance and importance to the success of the department.	

Note: Mid-year review meetings should take place approximately six (6) months before the annual review. Mid-year evaluation forms should be retained by supervisors and nothing is turned in or reported to Human Resources

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Employee's Name (Last, First, Middle)		UID#	
Position Title		Date:	
Department:		Type of Rating (Mark X below.)	
		Mid-year	Probationary
Rating Period	Supervisor's Name	Supervisor's Title	

SUMMARY OF GOALS AND OBJECTIVE: Below is a summary of the performance expectations that are stated on the Employee Performance Evaluation form at the beginning of the rating period (July 1).

DEMONSTRATION OF CORE COMPETENCIES: Identify whether the competencies have been observed and a satisfactory level of competence demonstrated.

	YES	NO	Examples (optional)
Accountability			
Customer Focus & Responsiveness			
Flexibility			
Integrity			
Problem Solving			
Teamwork & Collaboration			
Functional Expertise			
Technical Knowledge			
Supervision and/or Leadership (if applicable)			

