

<<Program name/program year>>

Midterm Performance Review

The following is an evaluation tool to be used by the host site supervisors to review member performance at the midpoint of the service term. Use it to discuss strengths and challenges and to create a strategy for continuous improvement. ***Please complete all sections thoroughly and thoughtfully and return to the office with the second Progress Report.***

Member Name _____

Reviewer Name _____ Date of Review _____

.....
Please rate your member's performance.

5 = EXCELLENT. Consistently exceeds expectations

4 = ABOVE AVERAGE. Usually exceeds expectations

3 = AVERAGE. Consistently meets expectations

2 = NEEDS IMPROVEMENT. Occasionally fails to meet expectations

1 = UNSATISFACTORY. Consistently fails to meet expectations

N/A = Not applicable

PRODUCTIVITY

Comments:

- | | |
|---------------------------------------|-------|
| ___ Meets productivity standards | _____ |
| ___ Completes work in a timely manner | _____ |
| ___ Strives to increase productivity | _____ |
| ___ Achieves established goals | _____ |

QUALITY

- | | |
|---|-------|
| ___ Demonstrates accuracy and thoroughness | _____ |
| ___ Looks for ways to improve and promote quality | _____ |
| ___ Applies feedback to improve performance | _____ |
| ___ Monitors work to ensure quality | _____ |

INITIATIVE

- | | |
|--|-------|
| ___ Undertakes personal-development activities | _____ |
| ___ Seeks increased responsibilities | _____ |
| ___ Looks for and takes advantage of opportunities | _____ |
| ___ Asks for help when needed | _____ |

JOB KNOWLEDGE

- | | |
|--|-------|
| ___ Competent in required job skills and knowledge | _____ |
| ___ Exhibits ability to learn and apply new skills | _____ |
| ___ Requires minimal supervision | _____ |
| ___ Uses resources effectively | _____ |

COMMUNICATION

- ___ Expresses ideas and thoughts verbally _____
- ___ Expresses ideas and thoughts in written form _____
- ___ Exhibits good listening and comprehension _____
- ___ Selects and uses appropriate communication methods _____

ADAPTABILITY

- ___ Adapts to changes in the work environment _____
- ___ Manages competing demands _____
- ___ Accepts criticism and feedback _____
- ___ Changes approach or methods to best fit situation _____

DECISION MAKING

- ___ Displays willingness to make decisions _____
- ___ Exhibits sound and accurate judgment _____
- ___ Supports and explains reasoning for decisions _____
- ___ Makes timely decisions _____

RELIABILITY

- ___ Responds to requests for service and assistance _____
- ___ Follows instructions, responds to management direction _____
- ___ Takes responsibility for own actions _____
- ___ Meets attendance and punctuality guidelines _____

Please answer the following questions. Continue your response on an attached sheet if necessary.

1. Comment on member's level of interest in his/her work during the service term. Was he/she bored or relatively uninterested in the work, stimulated and challenged or somewhere in between?
2. Comment on any outstanding abilities/characteristics the member brought to his/her position.
3. Comment on areas where improvement was desirable or necessary.
4. What assistance do you recommend to support improvement or development of the position?
5. Is there training you would recommend for the next member to fill the position?