



Employee's Name:	
Job Title:	
Department:	
Supervisor:	
Performance Period:	
Date of Self-Appraisal:	

## Mid-Year Check-in

*A best practice in preparing for your annual performance evaluation is to have at least one conversation during the appraisal year to review performance to-date. A mid-year check-in provides an opportunity to review and as necessary adjust goals, and to evaluate professional development opportunities. The mid-year check-in may be recorded on this form or may be documented by updating the **Professional Development and Goal Planning** form.*

1. **Evaluate and discuss the employee's progress toward established goals.** Consider whether new goals have arisen and/or priorities have changed during the year. Review whether the employee's progress on set goals and projects, including managerial goals, has been effective overall. Revise established goals and identify new goals for the balance of the year as needed.
2. **Review employee's professional development.** Review training and education programs the employee has attended and identify any barriers to attendance that may have arisen. Discuss professional growth demonstrated through successful work projects or tasks, competencies displayed and skills newly attained.
3. **Next steps.** Identify new professional development opportunities or new projects for the employee to undertake and/or new teams they can participate on to ensure professional growth. Confirm any new or revised performance goals for the balance of the year. Document any additional support or guidance to be offered to the employee to foster success.

Employee's Signature:	Date:
Supervisor's Signature	Date: