



## Staff Mid-Year Review Form

### Directions

#### General Directions

This mid-year review includes a self-evaluation, a supervisor evaluation, and a meeting agenda. Once both review forms have been completed, the supervisor and direct report can schedule a meeting that centers on the review.

#### Employee Directions

Please take some time to reflect on your work over the past six months (January to June) and share your responses with your supervisor. **Comments MUST be provided for ratings of Exceeds Expectations and/or Exceptional.**

#### Supervisor Directions

Please take time to reflect on the employee's work over the past six months (January to June) and share your responses with the employee. **Comments MUST be provided** for ratings of Exceeds Expectations and/or Exceptional. **All completed forms should be submitting to [hr@tuskegee.edu](mailto:hr@tuskegee.edu)**

### Mid-Year Review Meeting Outline

#### Start with the employee's goals

- Are they on track?
- Do any goals need to be revised?
- What does the employee need from the supervisor to complete the goals in the next six months?

#### Move on to the ratings from the review forms

- For questions in which the employee and supervisor ratings align, the manager should explain why they gave the score they did and ask why the employee gave the score they did.
- For questions in which the ratings do not align, supervisor should give the employee a chance to explain their rating first. The supervisor should then explain why they gave their rating.

#### Talk about how to keep positive trends going and how to make improvements

- Highlight positives from supervisor
- Highlight the opportunities for improvement

#### End by discussing how supervisor can better support employee

Discuss supervisor from employee review form



## Review Year

Choose an item.

## Employee Information

**Employee Last Name:** Click or tap here to enter text.

**Employee First Name:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

## Employee Self-Evaluation

1. On a scale of 1-5, how would you rate yourself on performing your job duties over the past six months (January to June)?

Choose an item.

Comments: Click or tap here to enter text.

2. On a scale of 1-5, how would you rate yourself on showing initiative over the past six months (January to June)?

Choose an item.

Comments: Click or tap here to enter text.

3. On a scale from 1-5, how would you rate your satisfaction with your role over the past six months (January to June)?

Choose an item.

Comments: Click or tap here to enter text.

4. Is there anything your supervisor can do to better support you?

Click or tap here to enter text.



## Supervisor Evaluation

1. **What is one area in which the employee has excelled over the past six months (January to June)?**

Click or tap here to enter text.

2. **What is one area in which the employee could improve over the next six months (July to December)?**

Click or tap here to enter text.

3. **On a scale from 1-5, how would you rate the employee's ability to perform their job duties over the past six months (January to June)?**

Choose an item.

Comment: Click or tap here to enter text.

4. **On a scale from 1-5, how would you rate the employee on showing initiative over the past six months?**

Choose an item.

Comment: Click or tap here to enter text.

5. **On a scale from 1-5, how would you rate the employee overall job performance over the past six months (January to June)?**

Click or tap here to enter text.



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## **Acknowledgment and Signature**

### **Supervisor**

I hereby acknowledge that this report constitutes my best judgment of the performance of this employee, and is based on personal observation and knowledge of his/her work.

**Please Print Name** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Employee**

I hereby acknowledgment that I have personally reviewed this report, and understand that my signature does not imply agreement or disagreement.

**Please Print Name** \_\_\_\_\_

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_