**MID-YEAR EMPLOYEE EVALUATION FORM**

|  |
| --- |
| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   | **DEPARTMENT** |   |
| **EMPLOYEE ID** |   | **REVIEWER NAME** |   |
| **POSITION HELD** |   | **REVIEWER TITLE** |   |
| **REVIEW PERIOD** |  | **DATE OF REVIEW** |  |
| **CURRENT RESPONSIBILITIES** |
| ***Attach job description, noting any significant changes.*** |
|   |
| **PERFORMANCE ASSESSMENT** |
| ***Evaluate performance and achieved goals.*** |
|   |
| ***Discuss areas of excellence within performance.*** |
|   |
| ***Discuss areas of improvement.*** |
|   |
| ***Develop future goals with set expectations.*** |
|   |
| **COMMENTS AND APPROVAL** |
| **EMPLOYEE COMMENTS** | **REVIEWER COMMENTS** |
|   |   |
|   |
| **EMPLOYEE SIGNATURE** |   | **REVIEWER SIGNATURE** |   |

****