

Employee Performance Review
MIDYEAR CHECK IN

Employee Name	
Evaluator's Name	
Date Midyear is Due	
Date Discussed	

General Evaluation

To be used only if there are no concerns and employee is past 3 complete years of employment

Organizational Knowledge & Judgment: Demonstrates knowledge of the standard operating procedures, processes and equipment necessary for this role. Recognizes and resolves potential issues using sound judgment to determine the right course of action. Involves others in the decision-making process as needed.	<input type="checkbox"/>	NO CONCERN
Communication: Has effective and appropriate verbal and written communication and listening skills. Remains accessible and available to other employees as needed.	<input type="checkbox"/>	NO CONCERN
Skillset: Possess all the knowledge and expertise to effectively perform the assigned duties. Demonstrates interest in completing assigned training to obtain new skills and/or proactively masters new competencies independently.	<input type="checkbox"/>	NO CONCERN
Quality of Work: Demonstrates high quality of work in general; ensures thoroughness, accuracy, completeness of work.	<input type="checkbox"/>	NO CONCERN
Initiative: Demonstrates resourcefulness, versatility; and teamwork qualities necessary to conceptualize and carry out additional duties.	<input type="checkbox"/>	NO CONCERN

Progress on Current Goals:

Employee to complete

Employee Acknowledgement: I have read this evaluation and have been given the opportunity to discuss the contents with my supervisor. I understand that I may make comments in the space provided or attach them to this document. I understand that my position is contingent upon Region 9 receipt of sufficient State/Federal/Other funds.

Signature of Employee

Date

Manager Acknowledgement: I have reviewed and discussed this evaluation with the employee.

Signature of Supervisor

Date