

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	