

MID-YEAR PERFORMANCE REVIEW

Purpose:

Use this worksheet to begin the process of discussions for mid-year performance communications.

Reflect on the past:

- What were the highlights of your year-to-date?
- What did not go well in the last 6 months?
- How have things gone since we last spoke?

Make a plan:

- What would make the next 180 days successful for you?
- What kind of support do you need to achieve your goals?
- How will you measure or track your progress on these goals?
- What steps will you take to attain these goals?

Look to the future:

- What are your goals for the rest of this year?
- What can you do to positively impact your performance in the next 6 months?
- What can you do to positively impact your performance toward your ideal role?
- Do your uncommunicated home/personal goals align with team goals?

Good:

Managers reflect on past performance, provide suggestions, and end with a summary of the meeting.

Best:

Employees and managers review peer communication, collaboratively discuss action plans, and look to the future.

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