**Midpoint Performance Update**

**Date:** Click or tap to enter a date.

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Period:** FromClick or tap to enter a date.To Click or tap to enter a date.

**Update on goals:**

**(In this section, supervisors should enter goals from either the 30 day goal setting meeting or from the most recent summary review. In the comment section, please describe how the employee is meeting expectations or how they could work to meet expectations by the end of the summary review period.)**

|  |  |
| --- | --- |
|  | **Goal Progression** |
| **Goal 1:** | *Goal 1 statement* |
| Employee comments may be added in white fields. |
| Supervisor comments may be added in blue fields. |
| **Goal 2:** | *Goal 2 statement* |
|  |
|  |
| **Goal 3:** | *Goal 3 statement* |
|  |
|  |
| **Goal 4:** | *Goal 4 statement* |
|  |
|  |
| **Goal 5:** | *Goal 4 statement* |
|  |
|  |

# Update on Performance

* **What is going well?**

* **What opportunities are there for development and/or training including those in diversity, equity and inclusion?**
* **What is a primary focus for goals going forward (i.e. are there any that you will want to revise)?**

**Overall Employee Performance at this time:**

Considering information from all sections of the appraisal and (if applicable) peer or customer input, select the best description of the employee’s performance during this appraisal period:

**Unsatisfactory Performance**

Demonstrates some behaviors necessary for success, but may need significant improvements in others; AND/OR seeks to learn and grow, but achievements are not as expected.

**Meets Expectations**

Participates in setting goals and achieves expected outcomes; AND reliably meets or exceeds expectations for job functions; AND at a minimum, meets expectations in all behaviors necessary for success; AND continues to learn and grow in job, looking for new and more effective approaches and methods to enhance own skills.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click or tap to enter a date.

**Supervisor Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click or tap to enter a date.

**Employee Signature Date**