

MID-YEAR REVIEW CHECKLIST

EMPLOYEE NAME:

..... (Print name)

1. Did you talk about the goals you set for this employee? ☐ Yes ☐ No

Were the goals adjusted? ☐ Yes ☐ No

Did the goals stay the same? ☐ Yes ☐ No

2. Competencies

What targeted competencies did you discuss with this employee?

Was the discussion about:

Current job? ☐ Yes ☐ No

Future Responsibility? ☐ Yes ☐ No

Additional Comments:

Signature of employee

Date

Signature of Supervisor

Date

TURN INTO HR by March 15, 2016