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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Mid-Year Staff Evaluation**

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| **Mid-Year Staff Evaluation** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| A mid-year staff evaluation is a check-in point between the organization and the staff to acknowledge accomplishments, contributions and to evaluate the staff’s progress against meeting the annual goals. | | | | | |
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| **Mid-Year staff evaluation with self-review questions** | | | | | |
| **Q1:** What were your most significant contributions to our business in these 6 months? What did you accomplish during this period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** What did you do during the period under review to prepare yourself better for your current position? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** Did you encounter any challenges during this period? If yes, how did these challenges affect your performance? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** Do you feel comfortable with your team? If no, what can your manager do about this? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** What are the three things you will work on in the upcoming period to develop yourself? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Rating of this staff (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Cultural fit** | 6.5 |  | 7.125 | | |
| **Goal progress** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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| **Staff** **Signature** |  | | **Reviewer Signature** |  | **Date** |