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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** |   | **ReviewerSignature** |   | **Date** |