

Mid-Year Staff Evaluation

A mid-year check-in between the organization and the staff to acknowledge accomplishments and evaluate progress against annual goals.

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EMPLOYEE NAME	JOB TITLE	DEPARTMENT	REVIEWER
REVIEW PERIOD	SELF-REVIEW SUBMITTED	REVIEW DUE	FINALIZE DUE

MID-YEAR STAFF EVALUATION WITH SELF-REVIEW QUESTIONS

Q1 What were your most significant contributions to our business in these six months? What did you accomplish during this period?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q2 What did you do during the period under review to prepare yourself better for your current position?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q3 Did you encounter any challenges during this period? If yes, how did these challenges affect your performance?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q4 Do you feel comfortable with your team? If not, what can your manager do about this?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q5 What are the three things you will work on in the upcoming period to develop yourself?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

REVIEWER'S RATING OF THE EMPLOYEE (1-10)

Cultural fit	<input type="text"/>		WEIGHTED AVERAGE <input type="text"/> Average of the four ratings
Goal progress	<input type="text"/>		
Quality of work	<input type="text"/>		
Communication	<input type="text"/>		

Overall comments

Staff signature

Date

Reviewer signature

Date