**MID-YEAR EMPLOYEE EVALUATION FORM**

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| EMPLOYEE INFO | | | | | |
| EMPLOYEE NAME |  | | DEPARTMENT |  | |
| EMPLOYEE ID |  | | REVIEWER NAME |  | |
| POSITION HELD |  | | REVIEWER TITLE |  | |
| REVIEW PERIOD | |  | DATE OF REVIEW | |  |
| CURRENT RESPONSIBILITIES | | | | | |
| Attach job description, noting any significant changes. | | | | | |
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| PERFORMANCE ASSESSMENT | | | | | |
| Evaluate performance and achieved goals. | | | | | |
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| Discuss areas of excellence within performance. | | | | | |
|  | | | | | |
| Discuss areas of improvement. | | | | | |
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| Develop future goals with set expectations. | | | | | |
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| COMMENTS AND APPROVAL | | | | | |
| EMPLOYEE COMMENTS | | | REVIEWER COMMENTS | | |
|  | | |  | | |
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| EMPLOYEE SIGNATURE |  | | REVIEWER SIGNATURE |  | |

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