**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. |
|   |
| PERFORMANCE ASSESSMENT |
| Evaluate performance and achieved goals. |
|   |
| Discuss areas of excellence within performance. |
|   |
| Discuss areas of improvement. |
|   |
| Develop future goals with set expectations. |
|   |
| COMMENTS AND APPROVAL |
| EMPLOYEE COMMENTS | REVIEWER COMMENTS |
|   |   |
|   |
| EMPLOYEE SIGNATURE |   | REVIEWER SIGNATURE |   |

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