**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.* |
|  |
| *Develop future goals with set expectations.* |
|  |
| COMMENTS AND APPROVAL |
| EMPLOYEE COMMENTS | **REVIEWER COMMENTS** |
|  |  |
|  |
| EMPLOYEE SIGNATURE |  | **REVIEWER SIGNATURE** |  |

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