

# Mid-Year Performance Evaluation

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## Employee Information

Employee Name

Position/Title

Department

Evaluator Name

Date of Evaluation

## Performance Goals & Progress

Key Goals Set at Start of Year

Progress & Achievements

## Core Competencies Assessment

Communication

Teamwork & Collaboration

Problem Solving

Dependability & Work Ethic

## Areas for Improvement

## Employee Comments

## Evaluator Summary & Next Steps

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### Important Notes

- This document serves as a structured summary of mid-year performance progress and feedback.
- Comments in each section should be specific, evidence-based, and developmental.
- Documentation supports ongoing dialogue about performance and professional growth.
- Evaluations should be discussed in-person to ensure understanding and clarity.
- Confidentiality of completed documents must be maintained.