

Mid-Year Performance Evaluation Template

Employee Name:

Position/Title:

Department:

Evaluator Name:

Date of Review:

1. Key Responsibilities & Objectives

List main goals and responsibilities assigned for the review period, with status and comments.

Objective/Responsibility	Status	Comments

2. Achievements

List notable achievements or contributions made during the review period.

3. Areas for Improvement

Identify any performance gaps, challenges, or areas for development.

4. Future Goals & Action Plan

Set objectives and development goals for the remainder of the year. Include action items if necessary.

5. Employee Comments (Optional)

6. Signatures

Employee:

Evaluator:

Date:

Important Notes

- This form provides a structured basis for mid-year performance discussions and development planning.
- Keep evaluations objective, specific, and focused on observable behaviors.
- Shared discussion between employee and evaluator is encouraged for meaningful feedback.
- Confidentiality of completed evaluations should be maintained.
- Follow-up on agreed goals and action items in subsequent meetings.