

## Mid-Year Form

### Information Regarding Staff Member

<b>Staff Member Name</b>	<b>BGSU ID</b>
<b>Classification Title</b>	<b>Department Name</b>
<b>PERFORMANCE PERIOD:</b> From	<b>TYPE of Appraisal:</b> Mid-Year
To	Mid-Probationary      Retain Staff Member? <b>Y</b> <b>N</b>

### Instructions:

- 1 Read the specific definitions for each of the performance dimensions before beginning the appraisal session (these definitions are listed at the beginning of each dimension section).
- 2 Carefully consider the performance of the staff member as you have observed it to this point in the appraisal period with respect to each of the behaviors outlined below within each dimension of performance.
- 3 Comment on the staff member's performance, both positive and negative, to guide the staff member's performance the remainder of this appraisal period.
- 4 Provide comments that are developmental and directed at the staff member's behaviors, not the staff member's person. Furthermore, provide actionable comments, which mean that the staff member can improve his/her performance based on these comments.
- 5 Note and evaluate achievement of goals, to this point, outlined during previous appraisal session. Track the goal progress, and note how the two of you can make sure these goals are achieved.

### Note:

The purpose of the mid-year appraisal form is to provide developmental feedback to the staff member before the final, year-end appraisal. Therefore, the process here should be based on providing the staff member with a useable roadmap to maintaining strong performance and improving performance. Furthermore, this appraisal is meant to gauge goal progress, reevaluate goals, and/or to discuss what is needed to make sure goals are achieved.

The purpose of this appraisal and form, then, is to be a vehicle to open communication between the staff member and the evaluator in a non-judgmental or non-accusatory manner. That is, the mid-year appraisal should be conversational.

**1. Communicating and Interacting – Work behaviors related to the staff member’s ability to provide information to supervisor, co-workers and subordinates by telephone, in written form, e-mail, or in person; and to develop constructive and cooperative working relationships with others; and foster a teamwork atmosphere:**

<b>Supervisor’s Comments</b>	<b>Staff Member’s Comments</b>

**2. Productivity and Proficiency – Work behaviors related to the staff member’s ability to use resources effectively and operate in a cost-effective manner; to use time effectively and meet deadlines; and to consistently complete all work tasks efficiently:**

<b>Supervisor’s Comments</b>	<b>Staff Member’s Comments</b>

**3. Useful Qualities – Work behaviors that demonstrate general characteristics of the staff member that are related to effective performance on the job:**

<b>Supervisor’s Comments</b>	<b>Staff Member’s Comments</b>

**4. Problem Solving – Work behaviors related to the staff member’s ability to solve problems; considers the consequences of specific actions and chooses the most appropriate one:**

Supervisor’s Comments	Staff Member’s Comments

**5. Organizing and Planning – Work behaviors related to the staff member’s ability to plan, prioritize, organize, and accomplish his/her work:**

Supervisor’s Comments	Staff Member’s Comments

**6. Information Processing – Work behaviors that demonstrate critical thinking skills, as related to the staff member’s ability to observe, receive, process, comprehend, and apply information relevant to his/her work:**

Supervisor’s Comments	Staff Member’s Comments

**7. Leadership and/or Supervision – Work behaviors related to the staff member’s ability to motivate, develop, and direct people as they work; to identify the best people for the job; to get members of a group to work together; and provide guidance and direction to subordinates. Demonstrates ability to handle complaints, settle disputes and resolve conflicts. Identifies the educational needs of others, develops training programs or classes, and teaches others as applicable:**

Supervisor’s Comments	Staff Member’s Comments

**Goal Progress Goal 1 – Please rate the staff member’s progress towards achieving the specified goals.**

Goal Number One-1:

Comments regarding goal progress:

**(If Applicable) Goal Progress Goal 2 – Please rate the staff member’s progress towards achieving the specified goals.**

Goal Number Two-2:

Comments regarding goal progress:

**(If Applicable) Goal Progress Goal 3 – Please rate the staff member’s progress towards achieving the specified goals.**

Goal Number Three -3

Comments regarding goal progress:

Evaluated  
By

Title

Date of Staff  
Member  
Evaluation

Date Evaluation  
Reviewed with Staff  
Member

Evaluator  
Signature \_\_\_\_\_

Date \_\_\_\_\_

I confirm that this performance appraisal has taken place and has been reviewed with me. I further confirm that my signature only acknowledges this fact and is not an indication of agreement with the appraisal.

Staff Member  
Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please retain signed original form in departmental files.**