



Mid-Year Performance Review Template

Employee Information

Employee Name	Employee ID	Review Period	Date of Review
Position or Title	Department	Reviewer Name	Reviewer Title

Current Role

Job Title	Key Responsibilities	New Tasks or Role Adjustments Since Last Six Months

Performance Ratings

Quality	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Exceeds Expectations (4)	Outstanding (5)	Score
Work Quality						
Pace of Progress Toward Goals						
Problem-Solving and Decision-Making						
Adaptability and Learning						
Collaboration and Teamwork						
Total Score						

Mid-Year Performance Summary

Strengths Observed in the First Six Months	
Challenges or Areas to Address	

Updated Goals for the Next Six Months

Goal	Adjustments Needed	Additional Support Required	New Target Date

Comments and Approval

Additional Reviewer Comments	
Employee Comments	

Signatures

Employee Signature	Date	Reviewer Signature	Date

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