

# MID-YEAR PERFORMANCE MANAGEMENT REVIEW FORM



**Employee's Name:**

**Title:**

**Role:**       *Administrative/Technical*       *Professional*       *Manager*

**Department:**

**Supervisor's Name:**

**Review period:**

**Date of Review:**

*This is the Mid-Year Performance Management Review Form for classified and IT employees at Ohio University. The written Mid-Year Performance Review and the subsequent conversation should focus on employee's job performance and achievement of goals as identified during the performance planning meeting held at the beginning of the performance management cycle. The seven performance competencies guide the performance management review.*

**Instructions:**

- *Please refer to the individual's official position description to assist in assessing and evaluating his/her job performance.*
- *Please refer to [www.ohiou.edu/comp/index\\_perfm.htm](http://www.ohiou.edu/comp/index_perfm.htm) for the criteria for each of the competencies, detailed descriptions, help and tools.*
- *Use a checkmark on the continuum to mark the employee's rating.*
- *Attach a sheet with comments that should emphasize skills and behaviors that have contributed to an employee's accomplishments and performance and that explain the ratings given on each competency. You should also include comments about areas for specific learning and development for performance improvement and/or to prepare the employee for future assignments.*

**Customer Focus** - Consistently meets the needs of internal and external customers.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Teamwork** - Collaborates within and across work groups, building and maintaining rapport and cooperation with co-workers to meet the needs of customers.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Respect for Others** - Demonstrates respect for people from a variety of ethnic, social and educational backgrounds by interacting in a civil and sensitive manner.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Performance Initiative** - Continuously takes self-motivated steps toward achieving organizational goals.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Application of Knowledge and Continuous Learning** - Effectively applies current knowledge and skills and keeps abreast of new knowledge and developments in one's areas of responsibility.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Innovation And Managing Change** - Readily adapts to change, demonstrates a willingness to learn, and seeks new ideas to apply for positive results.

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Performance Management and Development**- Uses the performance management program effectively to develop and improve personal job performance (and that of others, where appropriate).

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Overall Performance**

<i>Falls Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
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**Supervisor and/or Employee comments:**

<i>Supervisor's Comments</i>	/	<i>Employee's Comments</i>
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**Goals:** List the goals or key responsibilities for the current evaluation period, including ongoing assignments with defined expectations/standards: areas of accomplishment; areas for improvement; development of new skills; goals related to a new assignment; or specific competency goals. Indicate how you will measure and define success and evaluate progress to date. Additional sheets may be attached.

- 1.
- 2.
- 3.
- 4.

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employee  
Supervisor