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Mid-Year Performance Review

Employee Name: _____

Department: _____

Supervisor: _____

Period of Evaluation: _____

INSTRUCTIONS

The 3 Month/Mid-Year Review is designed to allow the employee and supervisor to discuss performance three months or mid-way throughout the year in order that current performance may be assessed, expectations may be clarified, necessary corrections can be made and goals or objectives may be modified as required due to changes in employee performance or business objectives.

PART 1 – ACHIEVEMENT OF POSITION EXPECTATIONS

Please briefly list the employee's position expectations and then rate the employee on achievement of these expectations. Where an employee may be exceeding expectations in some areas but requiring improvement in others, please mark appropriately making sure to make note of performance observations.

Position Specific Expectations:

☐ **Employee Exceeds Expectations:** Employee is consistently achieving and exceeding position expectations.

☐ **Employee Meets Expectations:** Employee performs all significant tasks according to established expectations.

☐ **Employee Sometimes Meets Expectations:** Employee performs some significant tasks at expected levels, but performance requires improvement.

☐ **Employee Fails to Meet Expectations:** Employee is consistently performing below expectations and requires significant improvement.

Supervisor comments:

PART 2 – GOAL PROGRESSION

Please briefly list and provide comment on the employee's progression towards position-specific goals and objectives.

Goal #1:

Progress Comments:

Goal #2:

Progress Comments:

Goal #3:

Progress Comments:

Section three should be utilized if the employee requires an improvement plan or any amendment is required for the performance period's goals and objectives. A performance improvement plan should be created in consultation with the employee in an effort to improve performance to expected and desirable levels. Goals may require amendment where they are not being met due to performance (exceptional or poor) or circumstances outside of the employee's control. Goals amended or improvement plans created will be reviewed with the employee during their annual review.

☐ The employee's performance within the position and goals are on target. There are no recommendations for change, therefore the employee's original job description and performance period goals will be the basis for the year-end review.

Please detail the performance improvement plan or goals to be amended:

[illegible]

SECTION 4 – SIGNOFF

I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of poor performance and of the consequences of failing to improve my performance should it require improvement. My own comments are as follows:

Employee Signature Date

Manager Signature Date