

Performance Planning and Evaluation System

Administrative and Professional/Technical Staff

**PERFORMANCE PLAN MID-YEAR PROGRESS REVIEW**

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|   |  |   |
| **Employee Name** |  | **S Number** |
|   |  |   |
| **Employee Job Title** |  | **Supervisor Name** |
| **Evaluation Period:** May 1, 2023- April 30, 2024 |  | **Evaluation Phase: Planning** |

This form documents that the employee and supervisor have met to conduct a Mid-year Progress Review. By signing below, the supervisor and employee attest that they have discussed the employee’s progress toward meeting the Performance Plan expectations for core competencies, job duties, and goals. The supervisor should mark the appropriate boxes below and list any changes to the employee’s job duties or goals in the space indicated.

**The Performance Plan:**

[ ] Has been revised to reflect the employee’s job duties and relevant goals more accurately

 **(Mid-year changes to job duties or goals are listed here):**

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[ ] Remains pertinent to the employee’s position and the tasks they perform

**Supervisor Comments (Mandatory):**

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**Employee Comments (Optional):**

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**This signature page should be submitted to HR by November 30.**

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|    |  |  |
| **Employee Name / S Number** |  | **Employee Signature / Date** |
|   |  |  |
| **Supervisor Name** |  | **Supervisor Signature / Date** |