

Mid-Year Review Template





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Instructions

We are seeking your feedback as a manager on this employee's performance over the past 6 months. This assessment will help your employee know where they are succeeding and where they can improve ahead of the year-end review.

Rating Questions

Please rate how well this person does in each of the following areas, using the scale provided.

Not at all	Rarely	Sometimes	Often	Always
1	2	3	4	5

Overall Performance

This person ...

Meets goals in a timely manner.	1	2	3	4	5
Produces a high quality of work.	1	2	3	4	5
Demonstrates strong enthusiasm for work.	1	2	3	4	5
Works to stretch capabilities by applying new skills and knowledge.	1	2	3	4	5

Communication

This person ...

Collaborates effectively with coworkers.	1	2	3	4	5
Communicates effectively with the team.	1	2	3	4	5
Shares helpful feedback regularly.	1	2	3	4	5
Listens to others' feedback and strives to learn from it.	1	2	3	4	5

Leadership

This person ...

Takes initiative to grow new skills.

1 2 3 4 5

Takes accountability for mistakes.

1 2 3 4 5

Manages time wisely.

1 2 3 4 5

Handles stress effectively.

1 2 3 4 5

Detailed Feedback

Be as specific as possible when answering these questions, ideally providing examples. Focus on behaviors that this person demonstrates (or does not demonstrate).

1. In what areas of performance does this person need to improve the most?

2. Which existing skill(s) should this person continue to build on and use more often?

3. What are this person's greatest strengths?

Was this helpful?

Take the next step.



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