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| Mid-Year Touch Base for the period of 4/1/2012-3/31/2013 | | |
| **To enter text, place cursor in highlighted box and type.** | | | | |
| Employee Name: |  | | Empl ID#: |  |
| **Mid-Year Touch Base regarding Performance and Progress toward Objectives** | | | | |
| Supervisors and employees must meet mid-year to discuss performance and progress towards objectives. Use the outline below and attach any documentation from your discussion and/or any changes to objectives. The Mid-year Review and Coaching Session should be completed during October 2012. | | | | |
| **1. Discuss and note progress toward the performance objectives and any areas for growth or improvement that were outlined during the performance evaluation meeting.** | | | | |
|  | | | | |
| **2. Discuss and note any new effective behaviors as well as any new areas for improvement. Include specific suggestions.** | | | | |
|  | | | | |
| **3. Discuss new areas for professional development and provide suggestions for activities, learning opportunities, training or stretch assignments.** | | | | |
|  | | | | |
| **Signatures** | | | | |
| My supervisor and I met mid-year to discuss my performance and progress toward performance objectives. (Signing this form indicates only that the form has been reviewed with you and that you have received a copy. It does not imply agreement.) | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature Date Supervisor Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Chair/Director Signature Unit HR Initials | | | | |