

**Mid-Year Touch Base for the Period of 4/1/2019-3/31/2020**

**2019-2020 Personalized Performance Plan and Review**

# Employee Name: Employee 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.

1. **Review the areas for growth or improvement that were outlined during the performance evaluation meeting, then discuss and note progress.**
2. **Discuss and note progress toward the performance objectives that were agreed upon during the performance planning meeting and address any obstacles or additional resources needed. (If the objectives need to be modified, or new objectives added, attach a copy of the newly agreed upon goals/timelines and signatures.)**
3. **Discuss and note any new effective behaviors.**
4. **Discuss and note any new areas for improvement. Include specific suggestions.**
5. **Discuss new areas for 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 Date Unit HR Initials

Additional Supervisor Signature (if applicable)