

MID-YEAR PERFORMANCE REVIEW

PURPOSE

Use this template to layout the topics of discussion for mid-year performance conversations.

Reflect on the past:

- What were the highlights of your year so far?
- What did not go well in the last 6 months?
- How have things gone since we last spoke?

Make a plan:

- What would make the next 180 days successful for you?
- What kind of support do you need to achieve your goals?
- How will you measure or track your progress on these goals?
- What steps will you take to attain these goals?

Look to the future:

- What are your goals for the rest of this year?
- What can you do to positively impact your performance in the next 6 months?
- What can you do to positively impact your performance toward your ideal role?
- Do you understand how your personal goals align with team goals?

Good:

Managers reflect on past performance, provide suggestions, and end with a summary of the meeting.

Best:

Employees and managers review performance, collaboratively discuss action plans, and look to the future.