**Classified Employees**

**Mid-Year Progress Review**

Employee: Enter Name Here Supervisor: Enter Name Here

Date of mid-year progress review: Enter Date of Mid-Year Review Here

Overall assessment of progress at mid-year:

|  |  |  |
| --- | --- | --- |
| [ ] Needs Improvement | [ ] Meets Expectations  | [ ]  Exceptional Performer |

**Core Criteria**

|  |
| --- |
| **Accountability** (select one): |
| [ ] Needs Improvement | [ ] Meets Expectations  | [ ]  Exceptional Performer |
| **Interpersonal Relations:** |
| [ ]  Needs Improvement | [ ]  Meets Expectations  | [ ]  Exceptional Performer |
| **Job Knowledge:** |
| [ ]  Needs Improvement | [ ]  Meets Expectations  | [ ]  Exceptional Performer |
| **Customer Service:** |
| [ ]  Needs Improvement | [ ]  Meets Expectations  | [ ]  Exceptional Performer |
| **Communication:** |
| [ ]  Needs Improvement | [ ]  Meets Expectations  | [ ]  Exceptional Performer |
| **Supervision/People Management:**  |
| [ ]  Needs Improvement | [ ]  Meets Expectations  | [ ]  Exceptional Performer |

**Individual Performance Measures –**

#1 Enter a description here of the first Individual Performance Measure

Rating: [ ]  Needs Improvement [ ]  Meets Expectations [ ]  Exceptional Performer

#2 Enter a description here of the second Individual Performance Measure

Rating: [ ]  Needs Improvement [ ]  Meets Expectations [ ]  Exceptional Performer

#3 Enter a description here of the third Individual Performance Measure

Rating: [ ]  Needs Improvement [ ]  Meets Expectations [ ] Exceptional Performer

Comments: