**Classified Employees**

**Mid-Year Progress Review**

Employee: Enter Name CWID: Enter Number Job Title: Enter Name Here Department: Enter Name Here

Supervisor: Enter Name Here CWID: Enter Number Date of mid-year progress review: Enter Date Here

**Core Competencies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Knowledge: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Supervision (if applicable): | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Accountability: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Collaboration/Teamwork: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Communication: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Customer Service: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |
| Interpersonal Skills: | | | | |
| 5- Exceptional | 4- Highly Effective | 3- Effective | 2- Needs Improvement | 1-Unacceptable |

**Individual Performance Measures**

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

Rating:

5- Exceptional  4- Highly Effective  3- Effective  2- Needs Improvement  1- Unacceptable

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

Rating:

5- Exceptional  4- Highly Effective  3- Effective  2- Needs Improvement  1- Unacceptable

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

Rating:

5- Exceptional  4- Highly Effective  3- Effective  2- Needs Improvement  1- Unacceptable

**Overall assessment of progress at mid-year\*:**

5- Exceptional  4- Highly Effective  3- Effective  2- Needs Improvement  1- Unacceptable

Comments:

Enter any comments to share with the individual

\*If the overall score is a Needs Improvement or Unacceptable please contact your [Human Resources Advisor](https://www.mines.edu/human-resources/contact/) to discuss next steps.

**Signatures**

Employee: Enter Signature Here Date: Enter Today's Date

Supervisor: Enter Signature Here Date: Enter Today's Date