

EMPLOYEE PERFORMANCE PLAN AND APPRAISAL

MID-CYCLE REVIEW

Completion of this page is mandatory only when performance is evaluated at the Unacceptable level, but may be used at the supervisor's discretion for other rating levels.

EMPLOYEE	EMPLOYEE ID#	TITLE
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APPRAISAL PERIOD _____ to _____

MID-CYCLE REVIEW (Check appropriate box)

- Review indicates performance is Successful or better (written narrative and filling out the below boxes are optional).
- Review indicates performance is Successful; however, there are performance deficiencies, as stated below in the narrative.
- Review indicates performance is unacceptable and a performance improvement plan is needed. Areas of concern are stated below. If this block is checked, the Rating Official must take corrective action.

KEY ACHIEVEMENTS: Summarize the employee's significant achievements.

AREAS OF CONCERN: Must be filled in if box 2 or box 3 above is checked. Be specific and relate these to individual performance elements. Note deficiencies or areas where performance has declined during the rating period.

SUGGESTIONS/STRATEGIES FOR IMPROVEMENT: List areas in which the employee might enhance performance. Comments can also identify suggestions for career growth and development.