

Mid-Year and Administrative 6 Month Employee Review

Employee's Name	Title	<input type="checkbox"/> Non-Exempt Staff <input type="checkbox"/> Exempt Staff	Department
Direct Supervisor's Name	Direct Supervisor's Title		
Review Date	<input type="checkbox"/> Direct Supervisor's Review of Employee		

Criteria	Performed Very Well	Performed Well	Performed Minimally	Failed to Perform	N/A
Fulfills responsibilities and commitments; can be relied upon to carry out assignments and meeting deadlines. Punctual and regular attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands job objectives, duties, and responsibilities. Demonstrates technical knowledge, skills, and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Security Follows all safety rules and completes work in a secure and safe way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criteria	Performed Very Well	Performed Well	Performed Minimally	Failed to Perform	N/A
Decision-Making Use logical and sound judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organization Develops realistic plans, creates contingency plans, sets objectives, and establishes appropriate priorities; aligns plans with organizational goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Knowledge Proficient in application of methods, techniques, and equipment necessary to accomplish work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work Sets work standards and achieves results that are accurate, thorough, dependable, and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative Demonstrates the ability to work independently, solves problems, assumes additional responsibility, and seeks improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability Agility Demonstrates an ability to adjust to changing job requirements; is open to new approaches; seeks or is willing to take on new responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development Attends workshops, seminars, and related programs that provide career/professional development; enrolls in formal degree/certificate program; presents papers at conferences; and provides training to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criteria	Performed Very Well	Performed Well	Performed Minimally	Failed to Perform	N/A
Communication Clear, concise and courteous verbal and written communications, presentation skills, and listening skills. Responds in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Coordinates and cooperates with others in developing and executing plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution Takes initiatives to address situations involving conflict and appropriately resolves differences with little disruption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Civility Maintains positive internal and external working relationships and demonstrates respect towards co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Optional :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL OVERALL PERFORMANCE RATING			
The supervisor must assign an overall rating to the employee's cumulative performance throughout the review cycle. The determination of the overall rating shall be consistent with the rating scale below.			
Check one:			
Failed to Perform	Performed Minimally	Performed Well	Performed Very Well
Surpasses the standards and established performance expectations.	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.	Performance does not meet expected level. This is an ACCEPTABLE level for employees in training or those who have not had sufficient experience on the job; it is an UNACCEPTABLE level for the fully trained employee. Performance is deficient. Improvement is needed.	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Review Signatures

Once you've completed and saved this form, please email your document to: hr@smcm.edu

Direct Supervisor's Signature	Date
Department Head Signature	Date
(My signature indicates that my supervisor has discussed this review with me; it does not necessarily imply that I agree with the review.) Employee's Signature	Date
Employee's Comments (optional):	