**Mid-Year Check In**

**Year: \_\_\_\_\_**

Employee Name: Click here to enter text.

Supervisor Name: Click here to enter text.

Department: Click here to enter text.

Employee College ID#: Click here to enter text.

Supervisor College ID#: Click here to enter text.

Title: Click here to enter text.

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| --- |
| Mid-Year Check In |
| Mid-Year Performance SummaryClick here to enter text. |
| Employee Signature | Date |
| Supervisor Signature | Date |
| Employee Comments  |
|       |

*Final signed copy should be sent to HR for inclusion in the employee’s file.*