**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.

|  |  |
| --- | --- |
| Mid-Year Check In | |
| Mid-Year Performance Summary  Click 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.*