# Mid-year performance review template

| Employee name |  | Review period |  |
| --- | --- | --- | --- |
| Department |  | Date of review |  |

| Performance and achievements over the last six months | |
| --- | --- |
| What activities/tasks  have worked well over the last six months? | What activities/tasks  haven’t worked well over the last six months? |
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| What were the highlights of their performance (with examples)? | What were the main obstacles that kept employees from completing their tasks properly? |
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| Plans for the next six months | |
| --- | --- |
| How do you plan on improving your weak areas of performance? |  |
| Do you need any help (from managers or other team members) with improving your weak areas of performance? |  |
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| What are your professional goals for the next six months? |  |
| How will you measure the progress of these goals? |  |
| How do your professional goals align with team goals and the company’s mission? |  |

| Reviewer signature | Employee signature |
| --- | --- |
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