

SEMI-ANNUAL EVALUATION AND GOAL REVIEW

Employee Name				Position Title	
Supervisor				Program(s)	
Evaluation Period	From		To		Today's Date

Instructions: Meet with the employee to review status of the areas below and progress toward goals. Once this document is reviewed it will be scanned and emailed to the employee. This document is to provide a mutual understanding at the midpoint of the evaluation period. This document will not be placed in the personnel file.

Position linkage with the District's Mission, Core Values, and Guiding Principles

What is the status of the first six months of the employee's responsibilities of this position linkage or contribution to the achievement of the District's mission, core values, and guiding principles? Provide a brief summary.

Performance Expectations

What is the status of the first six months of the expectations based on the position's essential functions, the most important objectives, outcomes, and/or special assignments? Provide a brief summary.

Training & Development Needs/Opportunities

What is the status of the first six months of the training and development needs and opportunities that the employee should focus on in order to develop the knowledge, skills, and abilities needed to meet the above expectations? Provide a brief summary.

Organizational Support Needed by the Employee to Meet Performance Expectations

What is the status of the first six months of the employee's identified support needed? Is there any additional support needed that was not identified at the beginning of the evaluation period to meet the performance expectations? Provide a brief summary.

(To be completed only by the employee.)

Goal Achievement

The three goals identified at the beginning of the evaluation in the goal-setting worksheet period incorporate specific tangible projects and responsibilities that are outside routine duties. What is the status at six months of the evaluation period?

Goal #1 – *Copy goal from worksheet to space below.*

Goal #2 - *Copy goal from worksheet to space below.*

Goal #3 - *Copy goal from worksheet to space below.*