Mid-Year/Six-Month Evaluation Form – Non-Manager

<table>
<thead>
<tr>
<th>Date:</th>
<th>☐ Mid-Year Review (annual mid-year) ☐ Six-Month Review (new hire at six months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Reviewer Name:</td>
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### Building Trust

**Example behaviors at Meets Expectations:**
- Behaves and expresses oneself in an open and honest manner.
- Shares accurate information.
- Completes almost all assignments on time; informs others when a delay will occur.
- Adheres to all policies and procedures.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Delivering Results

**Example behaviors at Meets Expectations:**
- Delivers good results for all assigned tasks and goals.
- Stays focused on tasks and assignments.
- Uses time efficiently to complete assignments.
- Maintains current job knowledge and skills.
- Is receptive to and implements suggestions for improvement.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Collaboration

**Example behaviors at Meets Expectations:**
- Is respectful to others.
- Strives to resolve interpersonal conflicts constructively; seeks assistance when needed.
- Spends time with others when asked, to help them succeed.
- Demonstrates respect of cultural and individual values, regardless of background.
- Listens to and considers ideas from others, even when different from own.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Communication

**Example behaviors at Meets Expectations:**
- Shares important information with others.
- Listens carefully and asks questions when needed.
- Communicates in a clear and concise manner using appropriate grammar, pronunciation, and tone.
- Demonstrates professionalism through appropriate body language and nonverbal communication.
- Demonstrates an awareness of when to adjust communication style based on the situation.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Taking Initiative

**Example behaviors at Meets Expectations:**
- Responds appropriately on own to improve outcomes, processes or measurements.
- Assumes responsibility and leadership when asked.
- Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance.
- Seeks out and/or accepts additional responsibilities in the context of the job.

*Additional examples: Unacceptable    Far Exceeds Expectations*
## Evaluation Form - Mid-Year/Six-Month – Non-Manager

| Date:                      | ☐ Mid-Year Review (annual mid-year)  
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<td>Evaluation Area</td>
<td>Notes</td>
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### Problem Solving

*Example behaviors at Meets Expectations:*
- Considers multiple sides of an issue. Weighs consequences before making final decision.
- Makes informed decisions based on available information.
- Recognizes issues, and determines actions needed to advance the decision making process. Follows up as necessary.
- Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Functional Knowledge and Skills

*Example behaviors at Meets Expectations:*
- Demonstrates competence within areas relevant to one’s own function or work group.
- Applies current best practices in discipline or specialty area towards group and organization goals.
- Keeps abreast of major developments in discipline or specialty area. Gains respect from customers and team members based on functional/technical knowledge.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Service to Others/Customer Focus

*Example behaviors at Meets Expectations:*
- Listens to customers (internal and external) and addresses needs and concerns.
- Keeps customers informed by providing status reports and progress updates.
- Delivers on service commitments. Meets established or agreed upon deadlines.
- Maintains supportive relationships with customers. Uses initiative to improve outcomes, processes, or measurements.

*Additional examples: Unacceptable    Far Exceeds Expectations*

### Overall Score

- ☐ Not on Track
- ☐ On Track with Some
- ☐ On Track with All

### Additional Notes

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