

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

Date:	<input type="checkbox"/> Mid-Year Review (annual mid-year) <input type="checkbox"/> Six-Month Review (new hire at six months)
Employee Name:	Reviewer Name:
Evaluation Area	Notes
<p>Building Trust <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> • 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. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Delivering Results <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> • 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. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Collaboration <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> • 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. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Communication <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> • 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. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Taking Initiative <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> • 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. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	

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Problem Solving <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • 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. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Functional Knowledge and Skills <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • 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. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Service to Others/Customer Focus <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • 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. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Overall Score		<input type="checkbox"/> Not on Track <input type="checkbox"/> On Track with Some <input type="checkbox"/> On Track with All
Additional Notes		
Employee Signature:		Date:
Reviewer Signature		Date: