

MSU Performance Appraisal

Name	MSU ID Number	Job Title	Department	Appraisal Date

MSU Performance Appraisal – Mid-Period Check-In

A Mid-Period Check-In is an opportunity to review progress to date and adjust plans and performance. Referencing the core responsibilities/objectives established at the beginning of the review cycle, the employee should comment on progress made to date and whether changes are required. Identify any areas where you might need additional support from your supervisor.

Employee Self-Appraisal

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Mid-Period Performance Review by Supervisor

Based on the employee's self-appraisal and observed results and behaviors, identify progress towards goals and whether the competencies are being adequately met. Adjust goals if necessary, realign on priorities and expectations for the remainder of the review period, and set clear next steps and accountability measures.

	Yes	No
Performance of position responsibilities meets expectations.	☐	☐
Progress towards core responsibilities/objectives meets expectations.	☐	☐
All competencies are consistently demonstrated.	☐	☐

Supervisor Comments

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Acknowledgment

This mid-year check-in was completed through a collaborative dialogue between the supervisor and the employee.

Supervisor signature

Date

I acknowledge the feedback above.

Employee signature

Date