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### **Step One: Schedule the Mid Year Check in**

**At least one week prior to the date, Supervisor should notify the staff member of the meeting**

**Explain the purpose of the mid year check in is to review performance expectations and/or job responsibilities, talk about how things have been going and identify steps that can be taken to facilitate performance.**

### **Step Two: Prepare for the Mid Year Check in**

**Review employee's goals and job responsibilities.**

**Examine notes or other information on performance. Reach out to customer if needed**

**Make a preliminary determination of the extent to which progress or performance is achieving expectations.**

**Consider whether changes need to be made to goals.**

### **Step Three: Conduct the Mid Year Performance Discussion**

**Confirm staff member's understanding of the purpose of the mid year check in**

**As the staff member for verbal self assessment of progress on achieving goals.**

**Supervisor should add his/her perspective, sharing observations.**

**Reinforce favorable performance and accomplishments.**

**Discuss cause and solutions to performance issues/problems. Supervisor should ask how/he can help staff member succeed**

**Discuss whether changes should be made to goals and/or performance.**

**Summarize about: progress; favorable results; performance issues; solutions; agreements and commitments**

**Remind staff member to access the PMDP system and electronically acknowledge the mid year check in has been completed and submit to HR.**

### **Step Four: Follow Up**

**Follow up on action plans**

**Schedule follow up discussions as appropriate**