



2017-18 MID-YEAR CHECK-IN MEETING

Employee Name:

Supervisor:

Date:

Progress toward goals set for AY17:

(Please discuss progress toward goals set during merit evaluation; adjust goals and/or dates if necessary).

Performance of Core Duties:

(Please discuss whether job's core duties are being performed as expected (document how performance meets university values). If performance is deficient or could be improved, discuss possible solutions and steps to be taken toward improvement—please document action/steps employee and supervisor commit to.)



Summary of conversation/feedback:

Supervisor signature:

Employee signature: