



Mid-Year Performance Evaluation Notice (July 2021-December 2021)

Use for All Employees (Officer, Director, Coach, Staff) not receiving a formal review.

Employee Name	Department		
Job Title		Period covered by this notice	
		7/1/2021 TO 12/31/2021	
Supervisor's Name	Supervisor's Title		

Mid-year performance evaluations will not be formally conducted if the employee listed above has met **all** performance expectations for July 1, 2021 through December 31, 2021. If employee has not met **all** performance expectations, the supervisor is to complete the long Mid-Year Performance Evaluation form.

The employee's signature below indicates that he/she has been informed of satisfactory work performance during the mid-year evaluation period.

Employee Signature

Date

Supervisor Signature

Date

Supervisor Comments:

Employee Comments:

Vice President/Unit Leader Signature

Date