



EPAS MID-YEAR REVIEW

Employee Name

Department

Please complete the mid-year review for the above named employee. The purpose of the six month review is to provide positive or negative feedback to the incumbent regarding performance to date; include discussions of documented critical incidents. You should also take this opportunity to identify any problems and determine which action should be taken to correct them. The mid-year review period provides adequate time for performance improvement prior to the annual performance appraisal. Should the job accountabilities be changed in any way, you may utilize this time to discuss a new planning phase and redefine measures and weights. **Do not forward this form to Human Resources.**

SUPERVISOR'S COMMENTS

Supervisor's Signature

Date

EMPLOYEE'S COMMENTS

I have no comments at this time. _____

Employee's Signature

Date