

Member's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Period: \_\_\_\_\_ Mid \_\_\_\_\_ End

## Mid-Year Performance Review Form:

**Supervisor**

**Return completed forms to Jalen Bell via email prior to site visit  
(jbell2@ingham.org)**

\*\*\* Supervisor to complete the form, then meet with member to review assessment and set goals\*\*\*

### Part I: Member Performance Competencies

Excellent:	Above Average:	Adequate:	Insufficient:
Performance is consistently superior and significantly exceeds position requirements.	Performance frequently exceeds position requirements.	Performance consistently meets position requirements.	Performance consistently fails to meet minimum position requirements; Member lacks skills required or fails to utilize necessary skills.
E x c e l l e n t	A b o v e A v e r a g e	A d e q u a t e	I n s u f f i c i e n t
1. Proficient and skilled in carrying out assignments <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Possesses skills and knowledge to perform the job competently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Skilled at planning, organizing and prioritizing workload (For self and volunteers, if applicable) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proficiency at improving work methods and procedures as a means toward greater efficiency <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communicates effectively with supervisor, peers, and community <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Excellent:</b>	Performance is consistently superior and significantly exceeds position requirements.	<b>E x c e l l e n t</b>	<b>A b o v e A v e r a g e</b>	<b>A d e q u a t e</b>	<b>I n s u f f i c i e n t</b>
<b>Above Average:</b>	Performance frequently exceeds position requirements.				
<b>Adequate:</b>	Performance consistently meets position requirements.				
<b>Insufficient:</b>	Performance consistently fails to meet minimum position requirements; Member lacks skills required or fails to utilize necessary skills.				
7.	Ability to work independently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to work cooperatively with supervision or as part of a team <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Willingness to take on additional responsibilities <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Part II: Performance Summary

- List and describe aspects of member's performance that contribute to their effectiveness.
- List and describe aspects of member's performance that require improvement for greater effectiveness.
- Refer to the member's position description. Is the member prepared to complete all assignments/tasks in their remaining time? Have there been any unexpected circumstances that will not allow the member to complete a particular activity? Is there any additional training they will need to be successful?

4. Is/was the member given guidance and support on projects, tasks, and other work to complete them successfully?
5. Is the member supplied with materials and resources needed to complete projects, tasks and other work successfully?

### Goal Setting and Development Planning

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6. List the member's performance goals for the remainder of the term (related to the position description):
7. List the member's development goals for the remainder of their time (related to professional development):
8. With the members remaining time, how will you, the supervisor, provide guidance and assistance for the member to accomplish their goals?

### Part III: Service Summary

1. Additional feedback on the member's performance during their time with your organization?

***This performance review will become part of your ICHD member file. Please sign below to verify that the information provided is true and correct to the best of your knowledge and that both parties have met to discuss the assessment and goals.***

Member's Signature:

Date:

Supervisor's Signature:

Date: