Mid-Period Check-In

A Mid-Period Check-In is an opportunity to review progress to date and make adjustments to plans and performance.

# Core Responsibilities/Objectives

Referencing the core responsibilities/objectives established in the employee performance plan, comment on progress made to date and whether changes are required. Explain any changes in the comments below.

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| **Supervisor Comments** |

# Professional Development Progress

Review progress to date in pursuing the professional development plans established at the beginning of the performance period and document progress below.

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| **Supervisor Comments** |

# Demonstrating K-State’s Standards of Excellence

Review K-State’s Standards of Excellence and note whether they are being demonstrated as expected. Refer to the definitions in the planning section of this document for context. If you check “No” please provide feedback on how to achieve this standard.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Standard** | **Yes** | **No** | **Standard** | **Yes** | **No** |
| **Accountability** |[ ] [ ]  **Job Knowledge** |[ ] [ ]
| **Adaptability** |[ ] [ ]  **Judgement** |[ ] [ ]
| **Commitment to Continuous Improvement** |[ ] [ ]  **Service Orientation** |[ ] [ ]
| **Effective Communication** |[ ] [ ]  **Teamwork** |[ ] [ ]
| **Other as established by work unit** |[ ] [ ]   |

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| **Supervisor Comments** |

# Modeling K-State’s Values

Review K-State’s Values and note whether they are being modeled as expected. Refer to the definitions in the planning section of this document for context. If you check “No” please provide feedback on how to achieve this value.

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| --- | --- | --- | --- | --- | --- |
| **Value** | **Yes** | **No** | **Value** | **Yes** | **No** |
| **Connection** |[ ] [ ]  **Learner-Focused** |[ ] [ ]
| **Courage** |[ ] [ ]  **People-Centered** |[ ] [ ]
| **Impact** |[ ] [ ]  **Stewardship** |[ ] [ ]

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| **Supervisor Comments** |

# Mid-Period Performance Summary

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| --- | --- | --- |
| Overview | Yes | No |
| Performance of position responsibilities is aligned with expectations. |[ ] [ ]
| Progress towards core responsibilities/objectives is aligned with expectations. |[ ] [ ]
| All values are consistently demonstrated in line with expectations. |[ ] [ ]
| All standards are consistently demonstrated in line with expectations. |[ ] [ ]

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| **Supervisor Comments** |

**Acknowledgment**

This mid-year check-in was completed through a collaborative dialogue between the supervisor and the employee.

*Supervisor signature* Date

I acknowledge the feedback above.

*Employee signature*  Date

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| **Employee Comments** |