

Mid-year Performance Appraisal Form Template

Employee Information

Name	Position	
Review	Hire Date/Time in position	
Date		

SMART Goals

List below the SMART Goals (and applicable measurements) you developed for the period of	In
the Comments Column, please include your progress towards your goals and any obstacles/challenges you are	e facing

SMART Goals	Measure/Metric	Comments

Career Development Goals

List your Career Development Goals and the strides you have made in achieving those goals (e.g. training, shadowing, course, temporary assignment, book, webinar)

Career Goal/Objective/Development	Actions/Steps to be taken towards Goal	Outcomes

Comments and Sign Offs

Manager's Comments	
Manager's Signature	
Fundayas's Comments	
Employee's Comments	
Employee Signature	

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