



Mid-year Performance Appraisal Form Template

Employee Information

Name		Position	
Review Date		Hire Date/Time in position	

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 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	
Employee's Comments	
Employee Signature	