

Mid-Cycle Check-in Form (Optional Template)

Employee's name: _____ Manager's name: _____

Performance period from _____ to: _____

Review date: _____ Updated (if appropriate) _____

In the space below, describe progress the employee has made regarding **SMART** goals and achieving expectations of competencies as related to the employee's job description.

Comments should incorporate the SMITH COMPETENCIES, as appropriate.

