

## Tips for Supervisors When Completing Mid-Year Performance Reviews

The new mid-year performance review form is intended to facilitate a conversation, and not to be an exhaustive performance check-in, and is therefore brief by design. Reviewing the self-evaluation completed by the staff member before you start drafting their mid-year review can help remind you of work products the staff member completed that they are particularly proud of, as well as identify any red flags or warning signs before they become issues. Review the tips outlined below before writing and delivering the mid-year review.

### Celebrate achievements and accomplishments

- Acknowledge good work from your staff member in the moment
- Use the mid-year review as an opportunity to document the good work the staff member has done

### Look for opportunities to adjust expectations and/or goals

- Has the staff member taken on more leadership and responsibility since the last review?
- Review last year's goals and performance evaluation to make sure the staff member is working in the same direction. If not, adjustments can be made.

### Identify any red flags or warning signs

- Talk about them before it's too late
- Don't wait till the end of the review
- Address them as soon as they become an issue
- The mid-year review is not the time to address issues for the first time

### Opportunities for staff member's development

- Make sure you know what your staff member's long-term career goals are
- Think about whether there are webinars, LinkedIn learning videos, etc. that would help the staff member advance in their career
- Are there stretch opportunities in your department's current workload that would help your staff member meet their goals?

### Deliver the mid-year review over Zoom or phone if possible

- The review should not be delivered over email. This is intended to be a conversation between you and the staff member
- The delivery is not meant to be an opportunity to change your opinions or update the wording of the evaluation
- Once you have delivered the review to the staff member, log in to EngageSU and push the review forward to their review