



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective:
Division: Academic Affairs	Reviewed: 1/2004, 12/2020 Revised:	

## INSTRUCTIONS: MID TERM MANAGEMENT REVIEW FORM

### General

The Mid Term Management Review Form is designed to assist supervisors in providing performance feedback to employees. The form also serves as documentation that the supervisor and employee have met to review and discuss the employee's performance. The following types of reviews are documented on the Management Review Form (MRF)

- A Mid Term Management Review of employee performance should occur approximately midway through the designated performance period.
- **Other Reviews**  
The supervisor may wish to use the MRF to document other reviews that occur during the performance cycle; for example, performance reviews are recommended as needed when the employee is experiencing difficulty in performing at the expected level.

### Please note:

(1) A review documented on the Mid Term Management Review Form (MRF) must be based on the employee's performance plan.

### Definition of Performance Status Codes

<u>CODE</u>	<u>RATE</u>
<b>NI = Needs Improvement</b>	<b>2</b>
(Performance in this area must improve in order to reach an acceptable level.)	
<b>M = Meets Expectations</b>	<b>3</b>
(Performance has been acceptable for the time the employee has been on the performance plan.)	
<b>NA = Not Applicable</b>	<b>0</b>
(The responsibility was not assigned during this period or there was no opportunity to observe it.)	

### Completing the Form

(1) At the top of the form, indicate type of review being completed.

(2) Fill in employee and college identifying information.

(3) Under Job and Individual Responsibilities, fill in the first few key words of each responsibility statement from the performance plan, and then check the appropriate box to indicate performance status.

(4) In the section headed Recognition/Comments, enter any positive comments (e.g., examples of outstanding performance) that apply to the employee's performance for the period of review.

(5) Under Performance/Terms and Conditions Improvements Needed, describe any performance problems or shortcomings that need to be addressed in order to improve job performance.

(6) In the Development Goals section, describe specific actions that need to be taken to address problems and improve performance.

(7) Determine if a Positive Discipline Reminder needs to be prepared and executed

(8) Enter signatures and dates as indicated and provide a copy for the supervisor and the employee. The original should be forwarded to Human Resources for the personnel file

Name	Employee ID Number				Supervisor Name				
Job Title	Supervisor Title Coordinator of Academic				Review Date				
Department Name Academic Affairs					Review Period From To				
<b>Statewide Responsibilities</b>	NI	M	N/A	Value	<b>Terms and Conditions</b>	NI	M	N/A	Value
1. Teamwork	[ ]	[ ]	[ ]	[ ]	1. Works When Scheduled	[ ]	[ ]	[ ]	[ ]
2. Customer Service	[ ]	[ ]	[ ]	[ ]	2. Requests and Uses Leave Appropriately	[ ]	[ ]	[ ]	[ ]
3. Organizational Commitment	[ ]	[ ]	[ ]	[ ]	3. Dresses Appropriately	[ ]	[ ]	[ ]	[ ]
4. Performance Management	[ ]	[ ]	[ ]	[ ]	4. Observes Health, Safety and Sanitation Policies	[ ]	[ ]	[ ]	[ ]
5. Other Behavioral Responsibility	[ ]	[ ]	[ ]	[ ]	5. Follows All Other Rules and Policies	[ ]	[ ]	[ ]	[ ]
<b>Job and Individual Responsibilities</b> (Give 4-5 word Identifier)						NI	M	N/A	Value
1. Faculty letters of Appointment	[ ]	[ ]	[ ]	[ ]					
2. ACA Report	[ ]	[ ]	[ ]	[ ]					
3. Academic Affairs Public Documents	[ ]	[ ]	[ ]	[ ]					
4. Help with walk-ins	[ ]	[ ]	[ ]	[ ]					
5. Registration Errors	[ ]	[ ]	[ ]	[ ]					
6. R25	[ ]	[ ]	[ ]	[ ]					
Recognition/Comments									

Performance/Terms and Conditions Improvements Needed		
Developmental Goals		
I have discussed the contents of this form with my supervisor and have been advised of my performance status relative to the responsibilities/terms and conditions stated on my performance plan.	I have discussed the progress of this employee relative to the responsibilities/terms and conditions stated in the employee's performance plan.	Employment Score Status:
Employee's Signature Date	Supervisor's Signature Date	Human Resources signature Date