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| Insert Your Logo Here  | **Mid-Point Conversation**  |

**MID-POINT CONVERSATION FORM
INSTRUCTIONS:** This form should be completed midway through the probationary period/performance review year. Supervisor and employee should schedule a meeting to discuss performance, expectations, and progress of goals. A final copy signed by both employee and supervisor should be forwarded to your HR Manager.

Employee Name:
Title: Review Date:

Supervisor Name:

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| **[ ]**  | **Performance Expectations**Discuss whether employee is meeting job expectations and mark box below.Employee meeting expectations:  NO  PARTIALLY  YES*If “no” or “partially”, discuss how improvement can be made. Consult with SOP HR if needed.* |
| **[ ]**  | **Goals**Are you on track to achieving the goals that were set? Do they need to be revised/are they still relevant? Is additional support/resources needed to help? |
| **[ ]**  | **Other feedback**Discuss any other feedback or additional information that is relevant to performance, expectations, job duties, professional development, learning new/advancing skills & knowledge to foster career growth.  |

I have had the opportunity to review this document and discuss its contents with my supervisor. My signature acknowledges that I have been informed of my performance ratings but does not necessarily indicate agreement.

Employee Signature Date

Supervisor Signature Date

*Optional*

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| Employee comments:  |
| Supervisor comments: |