**Dartmouth College Mid-Year Check-In Form**

**For Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

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| **Employee:** |  | **Position Title:** |  | **Check-In Date:** |  |
| **Manager:** |  | **Division/Dept:** |  |  |  |

Instructions for completing this form and guidance for conducting a mid-year check-in meeting can be found on the HR website here: [http://www.dartmouth.edu/hrs/profldev/performance\_management/index.html](http://www.dartmouth.edu/~hrs/profldev/performance_management/index.html).

The Mid-Year Check-In Form does not need to be submitted to HR.

**Overall Performance Update**

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**Performance Goals/Objectives Update**

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**Training & Professional Development Update**

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**Employee Comments**

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