

Mid-year Review Template for 6-month Check-ins



Mid-year reviews conducted in conjunction with regular check-ins and year-end reviews provide a centralized space for people to give/receive feedback and ensure they are on track to hit their goals. It allows your team to reflect on their progress and course-correct if necessary. For managers, mid-year reviews help to check in on the progress and areas for improvement of their team, address roadblocks and recognize strengths.

Do all this with our handy 6-month performance review template for managers and team members. Get easy access to our [year end performance review template](#) and conduct effective biannual check-ins.

Here are some things to discuss during the review:

- Ability to live out company values
- Accomplishments in the past six months
- Strengths and areas of improvement (manager & peer feedback)
- Performance against the team and individual goals
- Areas where they need help
- Professional goals in the next six months or year

Manager Review Questions

1. Given what I know of this person's performance, I would always want them on my team.

 Strongly disagree

 Disagree

 Neutral

 Agree

 Strongly agree

2. How likely is it that you would recommend working with this person to a colleague?

1 2 3 4 5 6 7 8 9 10

Why did you provide the rating that you provided? What would it take to raise the score just by one point?

3. To what extent did they 'get it done' AKA deliver on goals and responsibilities set for this performance cycle?

1 2 3 4 5

4. To what extent did they 'do it the right way' AKA uphold organizational values/ role competencies?

1 2 3 4 5

5. What are 1-2 strengths they demonstrate that positively contribute to the organization's success?

6. What are 1-2 areas of opportunity for them to increase their impact?

7. What are 1-2 skills they need to further develop to be more effective in their role?
What support will you offer them to develop these?

Self Review Questions

1. To what extent did you 'get it done' AKA deliver on goals and responsibilities set for this performance cycle?

1 2 3 4 5

2. To what extent did you 'do it the right way' AKA uphold organizational values/ role competencies?

1 2 3 4 5

3. What are your top 1-2 strengths that positively contribute to the organization's success?

4. What are 1-2 skills you would like to further develop to be more effective in your role?
What support will you need to develop these?

Mesh's flexible system enables you to match the frequency of your performance reviews to your organization's needs.



Put this template into action using Mesh!

Book a free demo



	Promotion	Performance Grid	Self Score	Manager's Score	Peer Rating
	—	—	—	—	—
	—	—	—	—	—
	—	—	—	—	—



Potential Gem	High Potential	Star
Inconsistent Player	Core Player	High Performer
Risk	Average	Solid Performer