**MID-YEAR COACHING SESSION**

**CALENDAR YEAR 2019**

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List major initiatives or efforts.
2. What is going well; provide examples?
3. What is not going well; provide examples?
4. Are there any areas of concern that we need to discuss?
5. Are you meeting and/or exceeding our core competencies (problem solving/decision making, communication & interpersonal skills, collaboration/teamwork, customer services, inclusiveness, accountability)?

**Mid-Year Coaching Guideline**

**Step One: Schedule the Mid-Year Review**

* At least one week prior to the date set for the Mid-Year Review, the Supervisor should notify the Staff Member of the meeting.
* Explain that the purpose of the Mid-Year Review session is to review performance expectations and/or job responsibilities, talk about "how things have been going" and identify any steps that can be taken to facilitate performance.

**Step Two: Prepare for the Mid-Year Review**

* Review performance expectations and/or job responsibilities.
* Examine notes or other information on performance results or issues to include.
* Make a preliminary determination of the extent to which progress or performance is achieving expectations.
* Consider whether job or department changes may require performance plan revisions or replacement.
* The Supervisor should consider how his/her own behavior may be facilitating or impeding progress.

**Step Three: Conduct the Mid-Year Review Meeting**

* Confirm the Staff Member's understanding of the purpose of the Mid-Year Review.
* Ask the Staff Member for a verbal self-assessment of progress on achieving the performance plan. The Supervisor should add his/her perspective, sharing observations
* Reinforce (positively) favorable performance and accomplishments.
* Discuss cause and solutions to performance issues/problems The Supervisor should ask how he/she can help the Staff Member succeed.
* Discuss whether changes justify restatement of performance expectations or job responsibilities. Document changes, including initials and dates by the Supervisor and Staff Member as appropriate.
* Summarize conclusions about your discussion which may include, progress, favorable results, performance issues, solutions, agreements and commitments.