

Mid-Year Performance Review Template

Mid-year performance reviews are a unique opportunity for managers and employees to provide feedback in a lower-pressure environment. Used in conjunction with annual reviews and regular check-ins, mid-year reviews emphasize support and dedication to an employee's learning and development, and ensure team members are on track to hit year-end goals.

Many companies use mid-year reviews to reiterate their investment in employees' long-term success and to bolster engagement among top performers. For employees, mid-year reviews offer a chance to reflect on their progress — both professional and personal — and to course-correct when necessary. When used as part of a comprehensive performance management program, mid-year reviews are a powerful tool for enabling managers and employees to ask questions, address roadblocks, and recognize wins.

If your organization doesn't have a formal mid-year performance review structure in place, this template is a great starting point. To learn how Lattice makes running performance reviews even easier, schedule a product tour.



Put this template into action

Join the **2,000+** organizations that use Lattice to help power their People strategy.

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Collaboration	72	84	88	98	84
Feeling valued	84	81	88	55	35
Team culture	70	80	98	80	81
Management	55	35	72	72	72
Commitment	84	72	98	80	70

Lattice APP
Public praise was submitted in Lattice
Adrian received public praise from Luc!
You handled that tough customer conversation today like a PRO! So glad to have you on the team!
Clean Wind, Carry Water

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Self Review (Completed by Direct Report)

What specific accomplishments are you proud of over the last six months?

What has been challenging for you over the last six months and why?

Are you on track for achieving your goals? Do any of them need to be revisited?

Have you been able to make progress on your growth goals over the last six months?

Are you experiencing any roadblocks? What tools or resources would help?

Performance Review (Completed by Manager)

To what extent has this person delivered on expectations in the last six months?

To what extent has this person made progress on career goals?

What would you like to see this person continue doing?

What are some areas of opportunity for this person?

What skills would you like to see this person further develop over the next six months?