

**Mid-Year Progress Review Form**  
 (NAME OF INSTITUTION)  
 Republic of Liberia



Date	Last Name	MI	First Name
Position/Title		Performance Review Period	
Department/Division or Section		From:	To:
		Supervisor's Name and title	

**Introduction**

The Mid-Term Progress Review meetings of the Performance Management System (PMS) cycle should be undertaken in **July** of each year. It provides a formal mechanism by which the supervisor and employee meet to review progress. One week notice should be given prior to the meeting.

**Instructions**

This review process should include the following steps:

**Progress Review Meeting Steps**

- Step 1: Supervisor prepares the Mid-Year Progress Review form by listing the objectives from the Performance Plan form agreed to at the beginning of the year.
- Step 2: Supervisor and employee discuss progress of work in relation to set objectives. Any changes or adjustments to objectives, deliverables or indicators should be discussed.
- Step3: Supervisor and employee agree on any additions, deletions or modifications to the original performance plan.
- Step 4: Supervisor and employee discuss the extent to which competencies are being applied or demonstrated or lacking.
- Step 5: Supervisor records changes and comments on the Mid- Year Progress Form (MYPRF).
- Step6: Supervisor and employee sign MYPRF.
- Step 7: Supervisor and employee keep copies of the MYPRF and original sent to HRM Director.

**Mid-Year Progress Review Form**  
(NAME OF INSTITUTION)  
Republic of Liberia



**Section One: Progress Review for Year \_\_\_\_\_**

<b>Key Objectives</b>	<b>What has been achieved and what has not?</b>	<b>Comments</b>
1.		
2.		
3.		

---

**Supervisor's Name Printed**

**Signature**

**Date**

**Employee's Name Printed**

**Signature**

**Date**