

Arts and Science Midpoint Review Form (Optional)

[Due by Friday, January 22, 2021]

Please save this form using [Last Name, First Name Midpoint Performance Communication AY 20-21; date] format. Once completed with manager and employee comments, please send to FAS HR at fas.hr@nyu.edu

Employee Name:	Unit:
Employee Title:	Performance Year:
Manager Name:	Date:

Section I: Performance Outcomes on Job Responsibilities thus far:

Manager: Discuss how employee performed their assigned job responsibilities thus far – including strengths and your areas for improvement – and document anything that you feel is noteworthy below for reference for the end of year review.

a) Accomplishments, Special Projects and Goals [if you had any]:

Manager: Describe additional initiatives, special projects or goals [if any] assigned to employee and the results achieved thus far. Where possible, describe results in measurable terms (i.e. quantity, quality, cost, timeframe, etc.).

Initiative, Special Project, or goal [if you had any]:	
Results Achieved:	

b) Classes, Conferences, and Trainings Attended (If applicable):

Manager can document below:

Section II: Valued Behaviors

Adaptability and Learning:	Adjusting behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments; absorbing new information, seeking out and applying learning opportunities to improve effectiveness.
Teamwork:	Building and maintaining effective working relationships across departments, collaborating with others to achieve common goals, listening and communicating in a way that respects and supports others.
Planning, Organizing and Execution:	Defining tasks and milestones to achieve objectives, and ensuring the optimal use of resources to meet those objectives. Multitasking, managing multiple priorities, being proactive.
Problem Solving & Decision Making:	Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk. Looking ahead and anticipating problems.

Professional Conduct:	Uphold University/unit policies, procedures, and Code of Conduct. Be respectful, honest, and truthful. Demonstrate appropriate discretion when dealing with confidential/sensitive information. Admit mistakes, take responsibility for own actions, and do not misrepresent self for personal gain. Project a positive and professional image. Express thoughts clearly and concisely.
Service Excellence:	Providing an excellent level of customer service to both internal and external customers (students, faculty, other internal customers), identifying and responding to current and future needs.
Leadership: (for Managers only)	Provide coaching, feedback, development opportunities, setting a positive example, inspiring commitment, promoting and ensuring alignment with Arts and Science goals and values.
Manager: Comment on how you feel that the employee demonstrated these valued behaviors thus far. Include noteworthy, specific, examples, areas of strength, and opportunities for improvement or development.	

Section III: Summary or Additional Comments

Provide any additional comments about the employee's performance thus far (optional).	
Manager Comments:	

Section IV: Any Additional or New Initiatives, Special Projects and Goals [Not Mandatory]:

Manager: Document any additional initiatives, special projects or goals [if you have any] for the remainder of the academic year that were agreed upon. Describe intended results in measurable terms (i.e. quantity, quality, cost, timeframe, etc.) where possible.	
Initiative, Special Project, or goal [if you had any]:	