



MSU PERFORMANCE EXCELLENCE

Mid-Cycle Check-In



SECTION 1: Instructions and Employee Information

Employee Name:

Mid-Cycle Check-in Date:

Supervisor Name:

The Mid-Cycle Check-In is intended to support ongoing performance coaching, feedback, and development throughout the performance cycle. The purpose of the conversation is to review progress, discuss accomplishments and challenges, identify support needs, and make adjustments to goals, priorities, or development plans as needed.

Note: This checklist is intended to help employees and supervisors prepare for and guide the discussion. This is not a formal evaluation document and is not submitted to MSU Human Resources. However, the supervisor should keep a copy of this document and the discussion topics should be used to inform the employee's annual review.

SECTION 2: Performance Discussion Themes

Discussion Theme 1: Review Progress, Accomplishments, and Successes

What progress, accomplishments or successes have occurred since the last performance discussion?

- ☐ Discuss accomplishments and successes since the last performance discussion.
- ☐ Review progress toward established goals, priorities, and development plan.
- ☐ Recognize contributions and impact.

Discussion Theme 2: Challenges and Barriers

What challenges, obstacles or changing priorities have impacted the work?

- ☐ Discuss any barriers, workload concerns, or changing priorities.
- ☐ Identify any goals, priorities, or expectations that need to be adjusted.

Discussion Theme 3: Review Development and Growth

What skills, experiences, or development activities contributed to success and growth? What additional development opportunities are desired/required?

- ☐ Discuss progress on development activities and skill building.
- ☐ Identify additional learning, development, or growth opportunities.



Discussion Theme 4: **Identify Support Needs**

What support, resources, information, or guidance are needed to continue or develop success during the remainder of the performance cycle?

- ☐ Discuss support, resources, coaching, or guidance needed for success.
- ☐ Clarify expectations for the remainder of the performance cycle.

Discussion Theme 5: **Plan Next Steps**

- ☐ Confirm key priorities and focus areas moving forward.
- ☐ Document any agreed-upon actions, changes, or follow-up items.

NEXT STEPS/ACTION ITEMS:

SECTION 3: Follow Up Meeting Dates

Date of Next Check-In:

Date of Annual Performance Review: