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KANSAS BULLETIN NO. KS360-13-8

SUBJECT: PER—Mid-Year Progress Reviews

Action required by: April 26, 2013

Purpose. To remind supervisors of the requirements for conducting mid-year progress reviews

Expiration Date. September 30, 2014

Supervisors are required to conduct at least one formal mid-year progress review during the performance appraisal period. Fiscal year (FY) 2013 mid-year reviews must be complete for each employee by **April 26, 2013**. Mid-year reviews may begin now through the due date.

Monitoring performance is the process of observing an employee's performance results and collecting data on those results during the appraisal period. At a minimum, supervisors are required to evaluate employee performance against the elements and measurable standards in each employee's performance plan. The following steps guide you through the process of a mid-year progress review:

- Review the employee's performance plan. **Should changes need to be made to an existing performance plan, supervisors should contact human resources for guidance PRIOR to initiating the progress review in EmpowHR.**
- Conduct the mid-year progress review with the employee, discussing their performance against the objectives and standards documented in their performance plan.
- Using EmpowHR, document comments outlining the employee's accomplishments against the standards. The narrative should be brief and specific, including examples of performance, where appropriate.
- Supervisor and employee confirm in EmpowHR that progress review was conducted by **April 26, 2013**.

For guidance on mid-year progress reviews see the PowerPoint entitled "Conducting Mid-Year Reviews" available on the [Kansas NRCS Web page](#) under Performance Management. To access the PowerPoint it must be saved to your computer and then opened for viewing.

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