GRANITE STATE COLLEGE HUMAN RESOURCES
Performance Management Resource Guide

Mid-Year Check-In

Why a Mid-Year Check-In?

Supervisors should meet with their employees’ mid-year to review the goals set are still relevant and appropriate. Any notes and changes to the goals can be added by either the supervisor or the employee to the progress notes section.

How to acknowledge a Mid-Year Check-In?

Supervisors will receive an email prompting them to log into the online Performance Management system to complete Mid-Year Check-in task. The Supervisor Conducts Mid-Year Check-In step will be listed in your Action Items inbox on the home screen.

Click the blue link to access the Action Item.

Review the Goal Plan for accuracy and add progress notes if amendments are necessary.

Click to acknowledge you have met with and reviewed the goals.

Please note that this system complements but is not a substitute to one-on-one In-person meetings.