

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Name

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s Name

***SUBJECT: FY 2017 Mid-Cycle Evaluation***

This memo is to confirm that our Mid-Cycle evaluation meeting occurred on \_\_\_\_\_\_\_\_\_\_\_\_\_.

As we discussed during this meeting your overall performance for this rating period was \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You exhibited \*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job performance, \*\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the required and expected results for your position.

Your contributions to our program and the Military Department are appreciated.

This employee’s MS-22 is current? \_\_\_\_Yes \_\_\_\_ No

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Signature acknowledges receipt of this memo and does not imply agreement or disagreement

cc: Employee

 Manager File

 HR File

**This format should only be used for Mid-Cycle PEP’s with an overall rating of Satisfactory or Outstanding.**

**For Mid-Cycle PEP’s with an overall rating of Unsatisfactory please contact SPO and use the End of Cycle form.**

Notes \*

\*) Enter “Satisfactory” or “Outstanding” here.

\*\*) Enter “good” if rating was satisfactory or “outstanding” if rating was outstanding.

\*\*\*) Enter “meeting” if rating was satisfactory or “exceeding” if rating was outstanding.