MID YEAR REVIEW PROCESS

PERFORMANCE MANAGEMENT



Training boosts productivity and employee engagement. Organizations with comprehensive training programs generate 218% higher income per employee. Effective training has become essential for maintaining competitiveness in today's rapidly evolving business landscape.

AGENDA



Mid Year Review Process

- Importance of Mid - Year Reviews
- Steps in Mid - Year Review Process
- Mid - Year Review Timeline

Effective Feedback Discussions

- Importance of Feedback
- Tips for receiving feedback

Managing Reviews In Perform Yard

- Step By Step Instructions for Mid - Year Review

MID - YEAR REVIEW
IMPORTANCE



Enhanced Team Member Growth

1.Provides a chance to discuss professional development.



Improved Alignment

1.Ensures individual goals support team and organizational objectives.



Engagement Boost

1.Encourages open communication and builds trust through feedback process



Prevents Surprises

Addresses performance issues early, avoiding year-end surprises

STEPS IN THE MID - YEAR REVIEW PROCESS



Team Member Mid - Year Review

Team Members complete their Mid-Year Review Form in Perform Yard; provide rating and comments on each goal to include:

- On Track
- In Progress
- Off Track

Once completed Team Member submits form to Manager

Step 01



Manager Mid - Year Review

In Perform Yard, manager receives and evaluates team member's Mid-Year Review Form

- Manager updates progress ratings if needed
- Manager enters overall comments in Perform Yard then sends to Team Member

Step 02



Mid - Year Review Discussions

Team Member and Manager engage in feedback discussions

Development areas are identified, and action plans are discussed, if needed

Step 03



Finalize Mid - Year Review

Mid-Year Reviews are signed off in Perform Yard by November 21st

Step 04

FY-26 MID- YEAR REVIEW TIMELINE

Mid-Year Overview for both Team Members & Managers

October 22nd -October 23rd

Mid- Year Overview & Form Launch

October 27th

Assessment Period

Team Members: October 27th - November 5th
Manager: November 6th - November 21sy

Mid-Year & Perform Yard Live Training Sessions

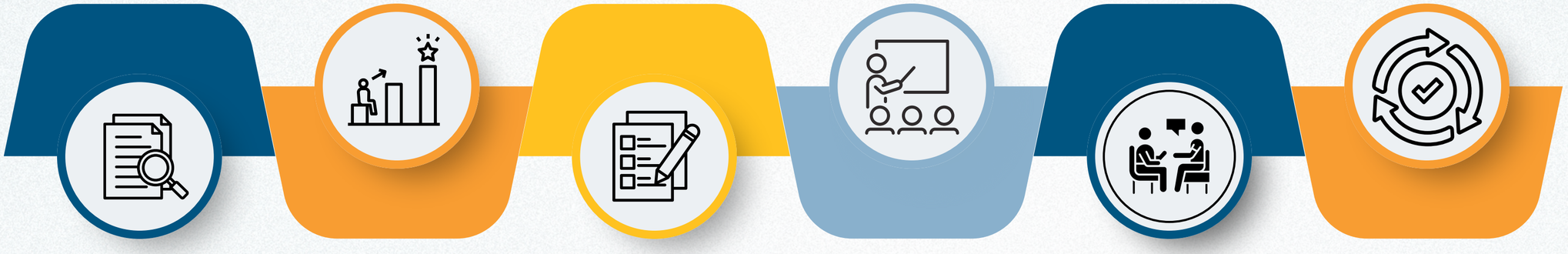
October 22nd & October 23rd

Perform Yard HR Working Sessions

October 30th - November 4th

Mid - Year Review Period Ends All Mid-Year Reviews and Feedback Conversations must be completed

November 21st



EFFECTIVE EMPLOYEE FEEDBACK DISCUSSIONS

The Importance Of Feedback

Fosters Development

•Constructive feedback identifies skills to build or refine.



Encourages Growth

•Helps team members understand strengths and areas to improve.

Builds Confidence

•Positive reinforcement motivates and boosts morale.

TIPS FOR RECEIVING FEEDBACK



Be Open Minded

•View feedback as an opportunity for growth.

Ask Questions/ Take Notes

•Clarify points and seek examples if needed.

Reflect & Act

• Consider how to apply feedback to improve performance

MANAGING EMPLOYEE FEEDBACK



AI-Powered Customization

Intelligent systems analyze skill profiles and career goals to create tailored learning journeys. Content recommendations adapt based on learning style, pace, and performance.



Adaptive Learning

Real-time adjustments to difficulty and content based on assessment results
Self-paced progression encourages ownership of professional development.

MANAGING EMPLOYEE FEEDBACK

PROVIDING EFFECTIVE FEEDBACK

01 Be Specific

Focus on behaviors, outcomes, and impact.



02 Balance positive & constructive feedback

Highlight strengths and areas for improvement.



03 Use Examples

Support your feedback with clear, observable instances.



04 Focus on Solutions

Offer actionable recommendations for improvement.



HOW TO HANDLE
DIFFICULT DISCUSSIONS



Prepare For The Conversation

- Define the specific area of performance you are addressing
- Script out the beginning and end of the conversation
- Anticipate how the information will be received and how you will respond/react

During The Discussion

- Be specific, provide examples to guide discussion
- Focus negative feedback on behaviors that can be changed – not on personality traits or generalizations
- Actively listen to understand the other person's point of view--emphasize your support
- Discuss and agree on next steps together–ask team member to create an action plan

Follow Up

- Practical exercises that simulate real workplace scenarios and challenges.
- Job shadowing pairs employees with experienced mentors for direct observation.

NEXT STEPS

01



Perform Yard

Team Members complete mid-year review form in PerformYard showing goals progress

02



Manager Review

Manager reviews Team Member’s progress

03



Engage

Team Members and Managers engage in feedback discussions

04



Complete

Manager and Team Members complete Mid-Year Review process by November 21st