

Mid-year Update Review

This form is to be **completed by the supervisor** followed by a meeting with the staff member.

The **primary purpose** of this form is to create an opportunity for the supervisor and staff member to revisit the goals defined in the spring review.

Date form was completed	
Employee Name	
Position/Title	
Direct Supervisor	

Supervisor

How is the staff member achieving the goals defined in the spring?

Do we (supervisor and staff member) need to update the goals?

What can I (supervisor) do to assist with the goals?

Do you have concerns about the staff member? If so, what will you do to help the staff member overcome these concerns?

Are there any specific actions that need to be taken by the staff member related to the concerns above? If so, define the timeline for the specific actions.

Update review meeting date	
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Staff member

Comments if desired:

We acknowledge that we have collaboratively reviewed our goals, accomplishments, and concerns herein and have received a copy of this review.

Employee signature		Signature date	1.18.18
Supervisor signature		Signature date	

- After the signatures above have been captured, a copy will need to be scanned and sent to Human Resources to be maintained electronically.

The University Purpose

The University of the South is an institution of the Episcopal Church dedicated to the pursuit of knowledge, understanding, and wisdom in close community and in full freedom of inquiry, and enlightened by Christian faith in the Anglican tradition, welcoming individuals from all backgrounds, to the end that students be prepared to search for truth, seek justice, preserve liberty under law, and serve God and humanity.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in a demanding course of humane and scientific study that prepares them for lives of achievement

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and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations. The School develops leaders who are learned, skilled, informed by the Word of God, and committed to the mission of Christ's church, in the Anglican tradition of forming disciples through a common life of prayer, learning, and service. Sewanee's seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.