



## Mid-Year Checklist

The employee being evaluated completes the required Mid-Year Checklist indicating progress to date on the collection of artifacts for the Portfolio, including progress on completing the professional learning activities in the Professional Growth Plan (PGP). In addition, the employee self-assesses attendance up to this point in time.

Item	Not Yet Started	Behind Schedule	On Target	Completed
Progress on Artifact Collection for Portfolio				
Progress on PGP Growth Goal				

**Comments** (Indicate any challenges, adjustments, solutions, or recommended supports.) **2**

--

Item	Unsatisfactory (13 or more)	Satisfactory (9-12)	Exceeds Standards (5-8)	Outstanding (0-4)
Attendance				
Punctuality, if applicable				

**Comments**

--