**Mid-Year Checklist**

**The Mid-Year Checklist replaces the Mid-Year Check-in Form**. The employee indicates progress to date on the collection of artifacts for the Portfolio or Artifact Review and progress on completing the professional learning activities on the Professional Growth Plan (PGP), and self-assesses attendance and punctuality.

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| --- | --- | --- | --- | --- |
| **Item** | **Not Yet Started** | **Behind Schedule** | **On Target** | **Completed** |
| Progress on Portfolio or Artifact Collection |  |  |  |  |
| Progress on Personal Goal |  |  |  |  |
| Progress on Collaborative Goal |  |  |  |  |

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

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

**Comments**

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