

Dear #TeamLDH,

Mid-year reviews will take place **June 1 through June 30**. These check-ins are an opportunity to assess progress, provide feedback, and realign priorities for the remainder of the year. Mid-year reviews must be completed using the CPM Notes & Discussion form found [here](#). Mid-year reviews should be maintained in the employee's supervisory file and should not be submitted to HR unless requested.

What is a Mid-Year Review?

A mid-year review is a structured check-in between a supervisor and employee to:

- Assess progress on performance goals and key responsibilities
- Provide meaningful feedback on strengths and areas for growth
- Address any challenges or barriers to success
- Realign priorities if business needs have shifted
- Set a clear path forward for the rest of the year

Unlike annual evaluations, mid-year reviews are not final ratings, they are developmental and forward-focused.

How to Conduct a Mid-Year Review

1. Prepare in Advance

- Review the employee's goals, performance plan, and prior feedback
- Gather examples of accomplishments and areas needing improvement
- Encourage the employee to come prepared with their own self-assessment

2. Create a Two-Way Conversation

- Start with the employee's perspective: What's going well? What challenges exist?
- Share specific, balanced feedback (both strengths and opportunities)
- Ask open-ended questions to encourage dialogue

3. Focus on Goals and Outcomes

- Discuss progress toward established goals
- Clarify expectations and priorities for the remainder of the year
- Adjust goals if needed to reflect current organizational needs

4. Address Development

- Identify skills to strengthen or new areas for growth
- Discuss opportunities for training, stretch assignments, or mentorship

5. Document Key Takeaways

- Summarize the discussion, including any agreed-upon adjustments
- Ensure both supervisor and employee have clarity moving forward

Best Practices for Effective Reviews

- **Be specific and objective:** Use clear examples rather than general statements
- **Keep it balanced:** Recognize accomplishments while addressing improvement areas
- **Avoid surprises:** Feedback shared should not be new—ongoing communication is key
- **Focus on the future:** Prioritize growth and solutions over past mistakes
- **Be consistent:** Apply the same standards across team members
- **Follow up:** Revisit commitments and progress after the review

Mid-year reviews are a valuable tool to strengthen communication, build engagement, and support employee success. Thoughtful, honest conversations now help ensure strong outcomes at year-end.

Important Note: 1:1 or face-to-face meetings are recommended as part of the mid-year review process.

[Find the original CPM bulletin in its entirety and more CPM-related information here.](#)

For questions or assistance, contact:

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