**Midyear Performance Discussion – Fiscal Year 17**

***Employee Name:*** Employee Name ***Supervisor Name:*** Supervisor Name

***Date:*** Click here to enter a date. ***Feedback provider:*** Feedback Provider

The midyear review is an opportunity to discuss positive outcomes from the first half of the fiscal year, and identify future opportunities for the second half of the fiscal year. Please note that ratings are not required; employees and supervisors are encouraged to focus on providing accurate and robust feedback, rather than a rating.

***Instructions****: The midyear review covers both performance goals and MTS Values. Employees and Supervisors should each fill out their own form, and meet to share their feedback. When providing feedback, follow the SBI model (situation, behavior, impact). It is encouraged that feedback is given on all performance goals, and any relevant MTS Values.*

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| **Performance Goal** | **Feedback** |
| Click here to enter text. | **What is going well?**Click here to enter text.**What are the opportunities for improvement?**Click here to enter text.**Do any changes/adjustments need to be made to the goal?**Click here to enter text. |
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| **MTS Value** | **Feedback** |
| **Integrity**- we honor our commitments.* *We follow ethical and compliant business practices*
* *We lead by example*
* *We make decisions based on facts*
* *We are honest with our stakeholders, transparent in all we do*
 | Click here to enter text. |
| **Customer Commitment** – we partner with our customers and are committed to their success.* *We listen to our customers and anticipate their needs*
* *We believe our customer relationships are a professional and personal responsibility*
* *We respond quickly and efficiently to customer requests*
 | Click here to enter text. |
| **Accountability** - we are empowered to make decisions and accept responsibility for our performance.* *We demand excellence from ourselves and superior quality from our offerings*
* *We analyze our success and failures and learn from each experience*
* *We set goals, measure performance and reward results*
* *We show flexibility to adapt to change*
 | Click here to enter text. |
| **Innovation & Passion -** we thrive on delivering extraordinary solutions to our customers' most complex challenges.* *We are technology leaders in the industries we serve*
* *We are motivated and possess a healthy spirit of competitiveness*
* *We show pride and dedication in everything we do*
 | Click here to enter text. |
| **Respect** - we support a "speak up" culture, encouraging transparency and enabling trust.* *We believe in open and honest communication*
* *We work in a cooperative manner that values the dignity of all*
* *We value collaboration across all functions and geographies, actively sharing information and ideas*
 | Click here to enter text. |
| **Invest in our Future** - we are committed to both short- and long-term results.* *We continually invest in our people, technology and solutions to meet and exceed our customers' expectations*
* *We seek continuous improvement in our processes to be more productive*
* *We are committed to creating an environment of growth and development for all employees*
 | Click here to enter text. |

*This section of the Midyear Review is specific to people leaders who also have Leadership Competencies as part of the Performance Review.*

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| **MTS Leadership Competency** | **Feedback** |
| **Business Acumen*** *Understands global businesses and how they operate*
* *Knows the competition and proactively follows trends that impact his/her business*
* *Is aware of how strategies and tactics work in the marketplace*
* *Thinks globally and looks at issues/challenges from a broad point of view*
* *Can quickly understand and deal with various aspects of a business situation and resolve with a positive outcome*
 | Click here to enter text. |
| **Drives for Results*** *Makes trade-offs that support growth and profitability objectives*
* *Effectively aligns deliverables with strategic goals*
* *Accountable for successfully meeting and exceeding goals*
* *Stays focused and steadfastly pushes self and others to obtain results*
* *Seldom gives up before finishing, especially in the face of resistance or setbacks*
 | Click here to enter text. |
| **Learning and Change Agility*** *A versatile learner who quickly finds ways to solve new problems*
* *Initiates and drives change*
* *Analyzes both successes and failures for clues to improvement*
* *Experiments and tries new approaches to solving problems*
* *Shows good judgment and can decide and act with limited information*
* *Can comfortably handle risk and uncertainty*
 | Click here to enter text. |
| **Builds Effective Teams*** *Builds teams which leverages their individual strengths and complimentary talents*
* *Creates strong morale and spirit in his/her team*
* *Fosters open dialogue and two-way communication*
* *Defines success in terms of the whole team and holds the team accountable for results*
* *Values diversity and demonstrates a respect for varying backgrounds, perspectives and opinions*
 | Click here to enter text. |
| **Develops Direct Reports and Others*** *Provides challenging tasks and assignments*
* *Holds frequent development discussions and is aware of and shows genuine interest in each person’s career goals*
* *Understands the connection between developing people and the success of the business*
* *Coaches others on development opportunities and how to leverage strengths*
* *Recognizes and rewards the contributions and achievements of others*
 | Click here to enter text. |
| **Seeks Best Talent*** *Hires the best people available from inside or outside*
* *Selects people with stronger skills than they themselves possess*
* *Is a good judge of talent and can articulate the strengths and limitations of people inside or outside the organization*
* *Can accurately assess performance and potential*
 | Click here to enter text. |
| **Self Knowledge and Development*** *Seeks feedback and knows personal strengths, weaknesses, opportunities, and limits*
* *Is open to constructive criticism and responds effectively*
* *Picks up on the need to change personal, interpersonal, and managerial behavior quickly*
* *Is personally committed and actively works to continuously improve him/herself*
* *Understands that different situations may call for different skills and/or approaches*
* *Seeks out experiences that provide opportunity to learn new things or share knowledge*
 | Click here to enter text. |

Click here to enter additional information you would like to add to the midyear discussion.