



OKLAHOMA CITY  
COMMUNITY COLLEGE

# PHASE 2: MID-YEAR REVIEW PREPARATION FOR SUPERVISORS

Supervisors will use this form to prepare themselves ahead of the Mid-Year Review meetings they will schedule with their Staff members before January 31. This information can also be used during the meetings with Staff members to help guide the conversation.

The Mid-Year Review is an opportunity for Supervisors and Staff members to discuss progression of the requirements established in Phase 1.

*Reminder: disciplinary actions are handled outside of the performance appraisal process.*

## I) Review Core Competencies established/discussed in P1

*All the established Core Competencies can be found linked in the Phase 1 section, labeled as “P1-Core Competencies”.*

**First, you might ask:**

- Do you have any questions/concerns about the expectations of the established core competencies?

**Then, give feedback related to their competencies. An example might be something like:**

- I really appreciate the way that you consistently take advantage of opportunities to increase your job knowledge.

**Now, ask them about support. An example might be something like:**

- Are there any specific competencies that you find more challenging than others, and might want some additional support from me?

## II) SMART Goals

The supervisor will review the established SMART goals discussed and submitted in Phase 1 for each Staff member they supervise. (Locate and use your email from [appraisal\\_no-reply@occc.edu](mailto:appraisal_no-reply@occc.edu) for the submitted SMART goals of each Staff member). For each goal, ask questions similar to the examples provided below:

**Progress Thus Far?**

- Are you still on track to meet this goal before your annual review?
- Have you experienced any unexpected challenges related to this goal?
- Can I offer any additional resources or support?



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## Are Any Revision(s) Required?

- Have you found that this particular goal will take longer than you originally expected?
- Would you like to modify this goal in order to achieve it timelier?
- What is the most challenging aspect and which of these might help you most in reaching your goal by altering; changing the scope, the deadline, or the general focus?

*If any revisions are necessary, please use the “P2-SMART Goal Revision” form linked on the website under the same name.*