**Mid-Year Checklist**

The employee uses the **Mid-Year Checklist** toindicate progress to date on the collection of artifacts for the Portfolio or Artifact Review, completing the professional learning activities on the Professional Growth Plan (PGP), and scheduling observations (if applicable). The employee also 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 Professional Growth Goal |  |  |  |  |
| Progress on Collaborative Goal (if applicable) |  |  |  |  |
| Progress on Observation (if applicable) |  |  |  |  |

**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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