

Is It Time for a Mid-Point Performance Review?

It takes both the employee and the supervisor to prepare for and engage in the mid-point discussion. With the two charts below you can determine if a mid-point review is due.

Rating Cycle Ending Dates (mm/dd)			
Organization	Base System	Senior System	
	GS/WS/XH Grades 01 thru 08 & all other FWS pay plans	GS/WS/XH Grades 09 thru 12	GS/WS/XH Grades 13 & Higher, & ES positions
SPD-HQ	01/31	10/31	06/30
SPL	02/28	10/31	09/30
SPK	04/30	10/31	09/30
SPN	01/31	10/31	09/30
SPA	09/30	10/31	09/30
HEC	02/28	10/31	09/30
DMEA	09/30	10/31	09/30
6th Army Recruiting Bde	10/31	10/31	09/30
Joint Military Postal Activity	12/31	10/31	09/30
MEPS-Sacramento	07/31	07/31	07/31
MEPS-San Jose	01/31	10/31	06/30
MEPS-Los Angeles	02/28	10/31	09/30
MEPS-San Diego	03/31	10/31	09/30

Mid-Point Review Timeframe	
Rating Cycle Ending Date	Mid-Point Review Timeframe
01/31	August
02/28	September
03/31	October
04/30	November
05/31	December
06/30	January
07/31	February
08/31	March
09/30	April
10/31	May
11/30	June
12/31	July

If you or your employee has a rating cycle that ends in June, the mid-point review should be held in January. If you or your employee has a rating cycle that ends in July, the mid-point review should be held in February, and so on. Be sure to document the mid-point review on the support form (DA Form 7222-1) or evaluation checklist (DA Form 7223-1). DA interns are due an evaluation after their first six-months based on the date of their entry into the program, at their one-year mark, then every year thereafter until they graduate from the program. Upon graduation, they are rolled in the regular appraisal cycle identified above.

To prepare for the review, the employee can refer to his/her DA Form 7222-1 or DA Form 7223-1 to develop a list of significant accomplishments and identify areas for emphasis based on the job objectives. In preparation for the meeting, the supervisor can do the same based on his or her records. These summaries can form the basis for the discussion of how well work was performed, its timeliness, the status of on-going projects, and any challenges to be overcome during remainder of the rating period.