

90-Day Employee Performance Evaluation

Name:

Date:

Position:

Date Hired:

Employee Feedback

1. Is our method of training teaching you to meet your job performance requirements? If not, what can be changed?

Comments:

2. Please comment on work environment, coworker relationships and office communication.

Comments:

3. What can we do to fast forward your contribution to (our company)?

Comments:

Supervisor Feedback

These fundamental behaviors and skills are significant for the long-term success of new employees.

Rating Levels 1-3 (1=Low and 3=High)

1. Learning and retaining knowledge	Rating: Choose an item.
2. Applies knowledge to tasks	Rating: Choose an item.
3. Takes initiative	Rating: Choose an item.
4. Applies problem solving skills	Rating: Choose an item.
5. Works well independently	Rating: Choose an item.
6. Technology use and understanding	Rating: Choose an item.
7. Comes prepared for meetings	Rating: Choose an item.
8. Coworker and team relationships	Rating: Choose an item.
9. Dependable	Rating: Choose an item.
10. Attendance and punctuality	Rating: Choose an item.

I have reviewed and discussed the content of this 90-day review with my supervisor. My signature means that I have been advised of my performance and does not necessarily imply that I agree with this evaluation.

Employee Signature

Date

Supervisor Signature

Date

Goals/Objectives for Next Review Period

These are the specific goals set for the employee’s next review period. The goals should be measurable and relate to individual and company service and efficiency goals and objectives. (Example: meets service standards). The goals are specific to each individual employee.

Goal/Objective:
Description:

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Description:

Goal/Objective:
Description:

Personal Development Plan

This section will detail any specific training or development goals established for the employee. The plan should be specific and relate to the success of the individual (Example: training and development courses). The employee will determine his/her goals in advance of the review and they will be discussed and agreed upon by both the employee & supervisor during the review. The employee could have more or less than the number specified below.

Development Goal

Description:

Development Goal

Description:

Development Goal

Description: