



## 90-Day Employee Performance Review

### Employee Information

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Review Guidelines

At least one week prior to this review, notify employee of the review, and assign the employee a self-review as well as an employee peer review.

All goals should be reasonable and specific.

This is an evaluation on the job now being performed by the above named employee. The care and accuracy with which this appraisal is made will determine its value to the person being evaluated and to the Company. Please rate one factor at a time by checking the appropriate box, considering that factor only. Ratings should be assigned in an impartial and objective manner. Supervisors (evaluators) may be called upon to justify the ratings given

### Goals

Briefly describe the goals of the employee. Were the goals achieved? If no, then why not?

Goal #1:

Goal #2:

Goal #3:



## Evaluation

Use this rating key for the following evaluation:

- 1 = *Unsatisfactory*  
Does not perform required tasks. Requires constant supervision
- 2 = *Marginal*  
Needs improvement in quality of work. Completes tasks, but not on time.
- 3 = *Meets Requirements*  
Meets basic requirements. Tasks are completed on time.
- 4 = *Exceeds Requirements*  
Goes above and beyond expectations.
- 5 = *Exceptional*  
Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Achieves Set Objectives</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Open To Constructive Criticism</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Required Job Skills And Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Effective Management And Leadership Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completes All Assigned Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meets Attendance Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Takes Responsibility For Actions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recognizes Potential Problems And Develops Solutions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Problem Solving Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offers Constructive Suggestions For Improvement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Generates Creative Ideas And Solutions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provides Alternatives When Making Recommendations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Additional Comments:

Provide Suggestions For Self-Improvement:

Supervisor/Manager Feedback:

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

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*Employee Signature*

*Date*

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*Manager Signature*

*Date*