

90 Day Performance Review (Manager Review)

Employee Name : Evaluation Date :

Employee Department : Evaluated by :

Employee Position :

Work Performance

Score

Skill:

Was the skillset sufficient for the job? Have they excelled in 90 days?

Quality:

Did the work demonstrate accuracy, thoroughness, and effectiveness?

Did the quality improve in 90 days

Teamwork:

Was the employee cooperative enough when dealing with supervisors and coworkers?

Accountability:

Did employee carry out instructions and job duties in a dependable and reliable manner?

Productivity:

Was the employee productive enough in their job?

Initiative:

Did the employee demonstrate both proactivity and willingness?



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(To be Filled by Evaluator)

Did we make the right hire? Have there been any red-flag behaviors?

What has the employee accomplished since being hired?

What areas should the employee focus on developing to become a top contributor to our team?

Overall employee performance. Please elaborate.

Evaluator Signature

Date Signed:

