

90-Day Performance Review

Employee Name: _____

Manager Name: _____

Department: _____

Instructions: The following questions are designed to assess the employee's performance during their first 90 days on the job. Please rate the employee on a scale of 1-5, with 1 being the lowest score and 5 being the highest score.

- 1. Was the employee productive enough during the job?
[1] [2] [3] [4] [5]
- 2. Did the employee have good relationships with other coworkers?
[1] [2] [3] [4] [5]
- 3. Was the employee proactive and demonstrated willingness?
[1] [2] [3] [4] [5]
- 4. Was the work done with accuracy, thoroughness, and effectiveness?
[1] [2] [3] [4] [5]
- 5. Was the employee cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, customers, and others?
[1] [2] [3] [4] [5]
- 6. Was the employee able to complete tasks on time and meet deadlines?
[1] [2] [3] [4] [5]
- 7. Did the employee demonstrate initiative in seeking out new tasks and responsibilities?
[1] [2] [3] [4] [5]
- 8. Was the employee able to work independently and as part of a team?
[1] [2] [3] [4] [5]
- 9. Did the employee show a willingness to learn and improve their skills?
[1] [2] [3] [4] [5]
- 10. Are there any areas where the employee needs to continue to develop in order to be a top contributor to the team? Please explain:

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11. What feedback do you have for the employee regarding their performance during the first 90 days?

12. What goals would you like the employee to set for the next 90 days?

Manager's Signature:

Date Signed:

Employee's Signature:

Date Signed: