

## 90 Day Review – NEW HIRE

A 90 day review is an opportunity for Managers to communicate and clarify performance expectations for new hires and start building a solid relationship with their new employee and strengthen employee engagement.

<b>Employee Name:</b>	<b>Department:</b>
<b>Job Title:</b>	
<b>Manager:</b>	<b>Date of Review:</b>

### **EMPLOYEE REVIEW:**

<b>Where do you think you have been successful so far?</b>
Employee comments:

<b>Where do you think you could improve?</b>
Employee comments:

<b>How was the onboarding experience?</b>
Employee comments:

<b>What can I do to better support you?</b>

<b>Where would you like to grow professionally? (Career goals)</b>
Employee comments:

### MANAGER'S REVIEW

<b>Employee Attendance/Dependability:</b>	<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Below Expectations
Comments:	

<b>Job Knowledge/Competencies</b> (Is the Employee where they should be or needs more training)	<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Below Expectations
Comments:	

<b>Quality of Work:</b>	<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Below Expectations
Comments:	