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Identifying information

Employee Name:

Employee ID:

Job Title:

Department:

Supervisor's Name:

Review Period:

Date of Performance Review:

Performance rating scale

N/A: Performance factor isn't relevant to this position

1: Performance has been unsatisfactory, and no job expectations have been met

2: Meets some expectations, but not all

3: Consistently meets job expectations

4: Routinely exceeds job expectations

5: Always exceeds job expectations

Performance factors reviewed

Quality of Work Performed

Rating: Comments:

*Does the employee consistently demonstrate an understanding
of their duties and perform them effectively?*

Flexibility**Rating: Comments:**

Does the employee perform well under pressure and adapt to changes in their day?

Initiative**Rating: Comments:**

Has the employee shown initiative by constructing work practices, seeking creative solutions to problems and recommending new procedures?

Dependability**Rating: Comments:**

Do they complete their work in a timely manner, follow through on plans and consistently show up for work on time?

Interpersonal Relations**Rating: Comments:**

Is the employee considerate, cooperative and tactful in their dealings with all others, including managers, subordinates and customers?

Organization**Rating: Comments:**

Does the employee complete their work in an organized manner?



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Embraces Diversity

Rating: **Comments:**

Do they foster an inclusive workplace where everyone feels safe and welcome?

Communication

Rating: **Comments:**

Does the employee express their thoughts clearly, orally and in writing?

Problem Solving

Rating: **Comments:**

Do they show a willingness and ability to solve problems on their own? Or, when unable, do they follow the correct methods for assistance?

Resource Utilization

Rating: **Comments:**

Does the employee utilize the resources available to them to effectively and economically complete their tasks?

Judgment

Rating: **Comments:**

Do they exercise sound judgment and demonstrate an awareness of work-related considerations when making decisions?



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Growth and Development

Rating: Comments:

Do they show a willingness and ability to improve role-related competencies? Do they seek professional development opportunities?

General Manager Comments:

A 90-day review can be used as the final step in your company's onboarding process. Using a 90-day review template can help standardize and streamline the review process to save time without sacrificing efficiency.

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