



# 90 Day Performance Review Template

**Directions:** This 90 day performance review is made up of a self-review, manager review and employee-manager meeting. The self-review should be completed first and shared with the manager. The manager then completes their review and provides it to the employee at least 24 hours ahead of the scheduled meeting. This staged approach allows for both the manager and new employee to come to the 90 day performance review meeting prepared for an effective discussion.

## Self-Review

Please take some time to reflect on your first 90 days with our organization and share answers to the following questions with your manager.

**How does your new role compare to the expectations you had coming in?**

**Is the type of work you have been doing in line with your personal goals for this role?**

**How do you feel about your new employer, what are you excited about and what concerns do you have?**

**What part of our culture has resonated the most with you?**

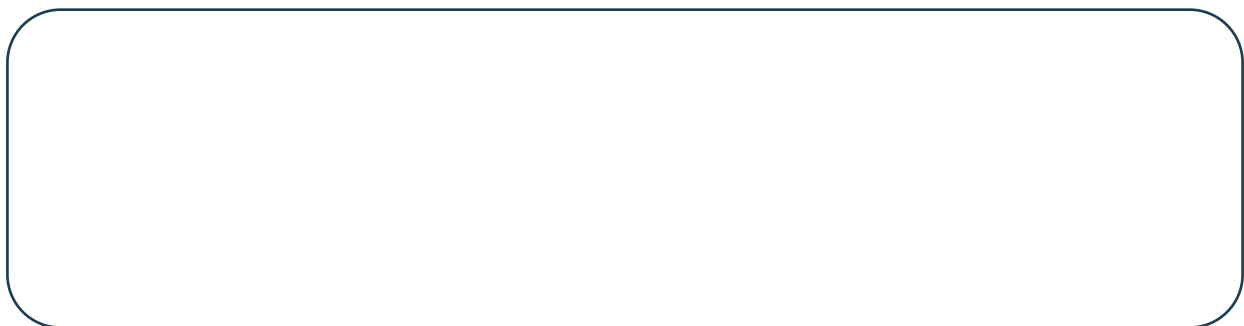
**What part of our culture would you like to evolve?**



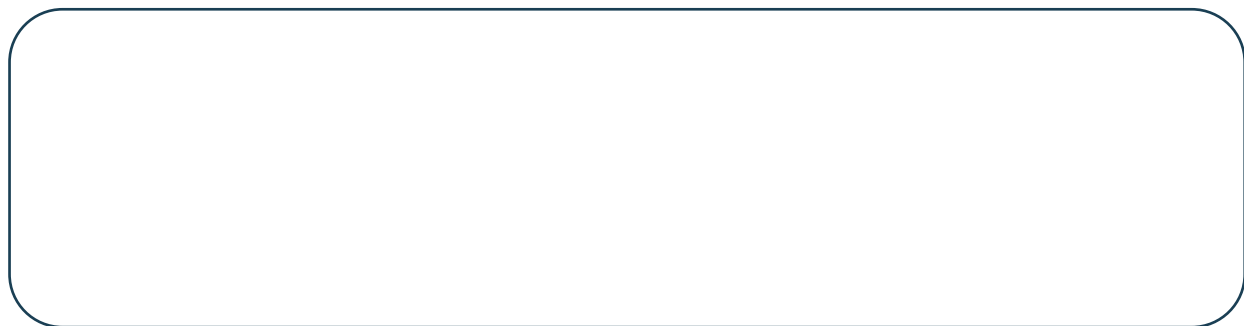
**Please share feedback on your onboarding experience? What went well?  
Where do you feel there were gaps?**



**What is the best part of working with your manager? What could be improved?**



**What elements of your new role have you most excelled at?**



**What elements of your new role do you most need to improve?**

**Please share your goals for this role.**

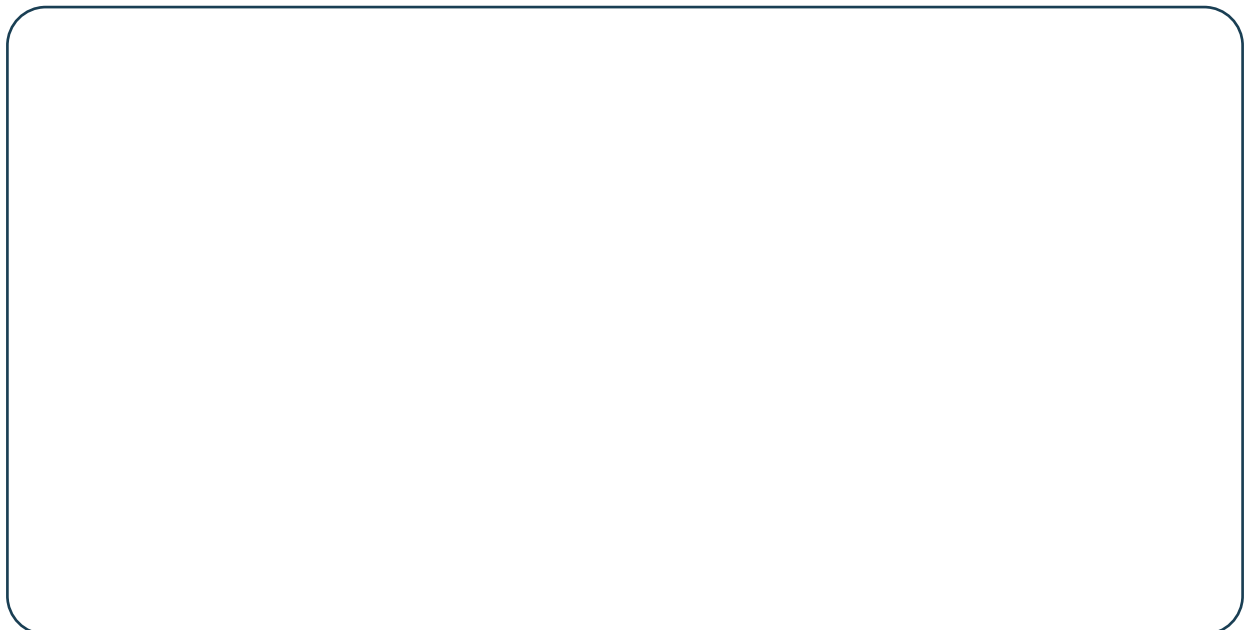
# Manager Review

Please take time to reflect on the new employee's first 90 days. Keep feedback focused on actions and back it up with specific examples.

**In what ways has the employee excelled during their first 90 days? Share examples.**



**In what ways does the employee need to continue to develop in order to be a top contributor to our team? Share examples.**



**Please rate the employee's performance in their first 90 days. (Circle One)**

Unsatisfactory – Inconsistent – Meets Expectations – Exceeds Expectations – Exceptional

**Describe how you arrived at this rating for overall performance.**

**Provide guidance on how the employee can continue to develop and improve their performance.**



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