

# 90 Day Review Form Template Free

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## Employee Overview

- Name: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date: \_\_\_\_\_

## Review Metrics

Use the scale: 1-Needs Improvement, 2-Satisfactory, 3-Exceeds Expectations

- Professionalism: \_\_\_\_\_
- Work Quality: \_\_\_\_\_
- Communication: \_\_\_\_\_
- Initiative: \_\_\_\_\_
- Teamwork: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Objectives & Achievements

- Key objectives: \_\_\_\_\_
- Achievements: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Future Development

- Career aspirations: \_\_\_\_\_
- Training needs: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Feedback

- Manager's comments: \_\_\_\_\_
- Employee's reflection: \_\_\_\_\_

## Confirmation

- Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_