

# Free Employee 90 Day Review Template

## Employee Profile

- Name: \_\_\_\_\_
- Role: \_\_\_\_\_
- Start Date: \_\_\_\_\_
- Department: \_\_\_\_\_

## Performance Criteria

- Initiative: \_\_\_\_\_
- Productivity: \_\_\_\_\_
- Quality of Work: \_\_\_\_\_
- Reliability: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Achievements

- Major accomplishments: \_\_\_\_\_
- Goals achieved: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Areas for Improvement

- Skills to develop: \_\_\_\_\_
- Performance gaps: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Goals for the Next Quarter

- Short-term goals: \_\_\_\_\_
- Long-term goals: \_\_\_\_\_

- Development plan: \_\_\_\_\_
- Comments: \_\_\_\_\_

### Feedback and Discussion

- Employee's perspective: \_\_\_\_\_
- Manager's feedback: \_\_\_\_\_
- Future expectations: \_\_\_\_\_

### Sign Off

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