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# Free Printable 90 Day Review Template

## Personal Details

- Employee Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Review Period: \_\_\_\_\_
- Evaluator: \_\_\_\_\_

## Evaluation Summary

Fill in the following sections based on performance:

- Quality of Work: \_\_\_\_\_
- Efficiency: \_\_\_\_\_
- Innovation: \_\_\_\_\_
- Punctuality: \_\_\_\_\_
- Comments: \_\_\_\_\_

## Skills and Competencies

Skill	Current Level	Desired Level	Action Plan

## Professional Goals

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- Short-term objectives: \_\_\_\_\_
- Long-term objectives: \_\_\_\_\_
- Comments: \_\_\_\_\_

### Feedback from Employee

- Achievements: \_\_\_\_\_
- Challenges: \_\_\_\_\_
- Support needed: \_\_\_\_\_

### Approval

- Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_