

90-Day Performance Review Form

Employee Information			
Employee:		Date of Hire:	
Supervisor:		Review Date:	
Performance Criteria			
Criteria	Rating Scale	Explanation of Rating	Supervisor's Rating
1. Attitude: Degree of willingness that an employee exhibits when given a responsibility and the manner in which he/she communicates that to coworkers	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Does not seem happy to be here 2=Some bad days but generally has good attitude 3=Well liked 4=Smiles, acts as an ambassador, proud to be an SS Whiter 5=Actively works to promote good culture	
2. Job Knowledge: Knowledge of SSW products & processes required to perform his/her job function	1=Unsatisfactory 2=Inconsistent 3=Proficient 4=Highly Effective 5=Beyond Belief	1=Insufficient, hand holding required 2=Can perform independently some of the time, supervision required 3=Can perform independently most of the time, limited supervision 4=Can perform independently 5=Can perform independently and helps others	
3. Communication (written, verbal, grammar)	1=Unsatisfactory 2=Marginal 3= Good 4= Exceptional 5=Beyond Belief	1=Room for improvement 2=Is understood most of the time 3=Communicates effectively verbally and written with some errors 4=Good vocabulary, writes very well, represents SS White well in front of outsiders 5=Effective presenter, writer, and orator	
4. Initiative: Ability to assess and start things independently, creates opportunities to act or take charge before others	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Shows no interest in taking responsibility 2=Takes some responsibility when directed 3=Takes some responsibility without direction 4=Takes full responsibility without direction 5=Consistently takes initiative to improve self, department, and SS White	
5. Style fit: Sense of humor, desire to read books, keep up with news, actively seeks opportunities to connect with coworkers, participates in company events, etc.	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Shows no interest in fitting in 2=Might socialize or participate occasionally 3=Stays informed, occasionally contributes to topical discussions 4=Actively engages in topical discussions 5=Shows extreme interest by attending company events, offers to help, engages with others easily about various topics	
Proposed Improvement Plan:			
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Pay Raise (PIC Form)			
Approvals			
Direct Supervisor:_____		Date: _____	
Manager:_____		Date: _____	
Human Resources:_____		Date: _____	