90-Day Performance Review Form

This appraisal provides a written record of the employee’s 90-day probationary period. Supervisors are expected to be accurate and candid in their evaluation of employees. This appraisal will become part of the employee’s permanent personnel file.

| **EMPLOYEE ID #:** | | |
| --- | --- | --- |
| Employee | Job Title | Department/Office |
| Supervisor | Appraisal Period | Date of Appraisal |

# Performance Rating Scale:

**5 - Outstanding:** Work performance is consistently superior to job expectations.

**4 - Exceeds expectations:** Work performance is consistently above job expectations.

**3 - Meets expectations:** Work performance consistently meets job expectations.

**2 – Partially meets expectations:** Work performance meets some, but not all, job expectations.

**1 – Unsatisfactory:** Work performance is inadequate and inferior to job expectations.

Performance at this level cannot be allowed to continue.

**N/A – Not applicable:** Not relevant to the job.

# Performance Factors:

| **Quality of work:** Demonstrates accuracy, thoroughness and effectiveness | **Rating** |
| --- | --- |

| **Flexibility:** Performs well under pressure; adaptable; welcomes change as an opportunity | **Rating** |
| --- | --- |

| **Initiative:** Sets own constructive work practices; recommends new procedures; seeks creative solutions to obstacles or problems | **Rating** |
| --- | --- |

| **Dependability:** Completes work in a timely manner and meets deadlines; follows through on plans and assignments | **Rating** |
| --- | --- |

| **Interpersonal Relations:** Is cooperative, considerate and tactful in dealing with supervisors, subordinates, peers, faculty, students and others | **Rating** |
| --- | --- |

| **Organization:** Work is well conceived, analyzed and carried out systematically | **Rating** |
| --- | --- |

| **Communication Abilities:** Expresses thoughts clearly and concisely, both orally and in writing | **Rating** |
| --- | --- |

| **Embraces Diversity:** Fosters an inclusive workplace where diversity and individual differences are valued | **Rating** |
| --- | --- |

| **Facing Issues:** Handles issues and seeks to resolve them by constructive action at his or her own level | **Rating** |
| --- | --- |

| **Utilization of Resources:** Utilizes funds, staff and/or equipment economically and effectively | **Rating** |
| --- | --- |

| **Judgment:** Exercises sound judgment; demonstrates awareness of work-related considerations in decision- making | **Rating** |
| --- | --- |

| **Growth and Development:** Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally | **Rating** |
| --- | --- |

**Goal Setting Worksheet** (To be discussed and agreed upon by employee and supervisor.)

**Goal Setting:** List goals for the coming year that will support unit objectives and enhance job performance.

We recommend using the **S.M.A.R.T.** criteria for setting effective goals:

* **Specific –** Helps staff members to understand exactly what is expected.
* **Measurable –** Measurements help staff members and supervisors understand when the expectation has been achieved.
* **Achievable –** Expectations should focus on end results.
* **Results-Oriented –** Expectations should be realistic.
* **Time--Specific –** Deadlines should be identified where applicable.

| **Goal 1:** |
| --- |
| **Goal 2:** |
| **Goal 3:** |
| **Goal 4:** |
| **Goal 5:** |



# Signatures:

| **Supervisor:** Sign and give form to reviewer. | Date: |
| --- | --- |

| **Employee:** Sign and return form to your supervisor within 48 hours of its receipt. | Date: |
| --- | --- |