90 day nEW EMPLOYEE MANAGER EVALUATION

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| Employee Name: |  | Today’s Date: |  |
| Title: |  |  |  |
| Supervisor Name: |  | Team: |  |
| Title: |  |  |  |

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| expectations |
| * Did the employee meet your initial expectations during the first 90 days on the job? (comment on roles/responsibilities, employee’s skill levels, etc. as relevant) |
| PERFORMANCE |
| * How would you describe the employee’s job performance over the first 90 days? * Highlight some of the employee’s successes and setbacks (if any) on the projects they’ve worked on. |
| Strengths and areas for development |
| * Enter strengths and areas of development of employee here. |
| Employer feedback |
| * What suggestions do you have for the employee as he or she moves out of the introductory period? * Any additional comments? |
| PERFORMANCE GOALS AND ACTION PLAN |
| * What are the short and long-term performance goals, including opportunities, action plans, and support needed? |

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| Employee Signature | Supervisor Signature |
|  |  |
| Date | Date |