

Employee Performance Review

90 DAY

Employee Name	
Evaluator's Name	
Date 90 Day is Due	
Date Discussed	
Date Shared with Employee to Review	

Rating Scale	
5 - Outstanding	Performance is consistently exceptional and significantly exceeds job requirements.
4 - Exceeds Expectations	Performance generally exceeds job requirements.
3 - Meets Expectations	Performance repeatedly satisfies job requirements.
2 - Needs Improvement	Performance meets a few, but not all job requirements.
1 - Unacceptable	Performance repeatedly fails to meet the minimum job requirements; the employee lacks the knowledge or skills required or fails to use the necessary skills.
N/A - New or Not Applicable	Employee has not been in the role long enough to have demonstrated the necessary elements of the role and will be reviewed at a later agreed upon time.

General Evaluation

<p>Organizational Knowledge & Judgment: Demonstrates knowledge of the standard operating procedures, processes and equipment necessary for this role. Recognizes and resolves potential issues using sound judgment to determine the right course of action. Involves others in the decision-making process as needed.</p>	<div style="background-color: #555; color: white; padding: 5px; border-radius: 10px; display: inline-block;">SELECT ONE ▾</div>
<p><i>Demonstration of Strengths / Areas of Required Growth</i></p>	<p><i>Employee Comments</i></p>

Communication: Has effective and appropriate verbal and written communication and listening skills. Remains accessible and available to other employees as needed.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
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Skillset: Possess all the knowledge and expertise to effectively perform the assigned duties. Demonstrates interest in completing assigned training to obtain new skills and/or proactively masters new competencies independently.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
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Quality of Work: Demonstrates high quality of work in general; ensures thoroughness, accuracy, completeness of work.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
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Initiative: Demonstrates resourcefulness, versatility; and teamwork qualities necessary to conceptualize and carry out additional duties.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
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Creation of Goals:

Employee to complete (please list at least 1 goal with details)

Additional Comments:

Employee Acknowledgement: I have read this evaluation and have been given the opportunity to discuss the contents with my supervisor. I understand that I may make comments in the space provided or attach them to this document. I understand that my position is contingent upon Region 9 receipt of sufficient State/Federal/Other funds.

Signature of Employee

Date

Manager Acknowledgement: I have reviewed and discussed this evaluation with the employee.

Signature of Supervisor

Date