**90-Day Performance Review Form**

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Supervisor/Manager:** |  |
| **Position:** |  | **Review Date:** |  |
| **Hire date:** |  | **Review Period:** |  |

**Performance Review Overview**

**Review Objectives:** Evaluate employee's progress over the past 90 days, identify successes and challenges, areas for improvement and goal alignment for future success.

**Focus:** Full integration, mastery of basic tasks, full understanding of role and alignment with long-term goals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Knowledge and Skills** | **Below** | **Meets** | **Exceeds** | **Comments** |
| *Job Knowledge*Knowledge of job responsibilities and tasks. |  |  |  |  |
| *Skills & Abilities*Completes assigned tasks accurately with attention to detail. Consistency in quality.  |  |  |  |  |
| *Understanding*Application of knowledge to tasks and projects, follows workplace policies and procedures including Safety procedures. |  |  |  |  |
| *Time Management*Able to handle several tasks, prioritize tasks, and complete tasks on schedule |  |  |  |  |
| **Interpersonal Qualities** | **Below** | **Meets** | **Exceeds** | **Comments** |
| *Initiative*Proactiveness in taking on new tasks and responsibilities. |  |  |  |  |
| *Teamwork*Collaboration with team members, willingness to assist others when needed. |  |  |  |  |
| *Customer Service*Engages with guests professionally and courteously. Handles guest inquires and issues promptly and effectively.  |  |  |  |  |
| *Decision making*Ability to solve problems and make decisions independently.  |  |  |  |  |
| **Personal Qualities** | **Below** | **Meets** | **Exceeds** | **Comments** |
| Attendance/Punctuality |  |  |  |  |
| Communication skills |  |  |  |  |
| Appearance & Grooming |  |  |  |  |

**Employee Feedback:**

What has been your experience during this review period?

What support or resources would help you succeed in your role?

Additional comments or questions:

**Review Conclusion:**

Performance Assessment:

[ ]  Exceeds Expectations [ ]  Meets Expectations [ ]  Below Expectation

**Next Steps:**

[ ]  Continue in current role with regular feedback.

[ ]  Additional training is required in specific areas.

[ ]  Discuss opportunities for advancement or role adjustment.

**Signatures:**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_