

90-Day Review

Employee Name: _____ Department: _____

Job Title: _____ Supervisor Name: _____

Review Period: _____ - _____

The cornerstone of a successful working relationship between a supervisor and employee is constant communication and feedback. The evaluation provides a written record of the employee’s first 90-days of employment or an employee’s first 90-days of a newly assigned position. This evaluation will become part of the employee’s permanent personnel file. Please provide thorough, constructive, and supportive feedback. Employees are encouraged to have an open dialog with their supervisor to promote growth and success in their position. Comments and/or concerns can be entered in the comment sections below.

Instructions:

1. To properly utilize a fillable PDF document you must download and save the form, then open the form from its saved location using Adobe Acrobat. A [video tutorial](#) is also available for your reference.
2. Various performance forms are required for each employee throughout the year. Follow the chart below to determine which forms must be completed and when.

| 90-day Completion Date | Forms requiring completion | Due Dates |
|--|---|---|
| Employee completed 90 days of employment between January 1 – April 30. | <ul style="list-style-type: none"> - 90-Day Review form - Employee Self-Evaluation form - Annual Performance Evaluation form | <ul style="list-style-type: none"> - Immediately following 90th day of employment. - Last business day in May. - Last business day in July. |
| Employee completed 90 days of employment between May 1 – December 31. | <ul style="list-style-type: none"> - 90-Day Review form | <ul style="list-style-type: none"> - Immediately following 90th day of employment. |
| Employee completed 90 days of employment in a new position. | <ul style="list-style-type: none"> - 90-Day Review form - Employee Self-Evaluation form - Annual Performance Evaluation form | <ul style="list-style-type: none"> - Immediately following 90th day of employment. - Last business day in May. - Last business day in July. |

| 1. Employee Evaluation | |
|---|----------|
| Performance Factors | Comments |
| Do you have the information, tools, and resources you need to be successful in your position? | |
| Do you feel you have a general understanding of your role and what is expected of you? | |
| Have you received valuable feedback and assistance from your supervisor and coworkers? | |

| 2. Supervisor Evaluation | |
|---|----------|
| Performance Factors | Comments |
| <p><u>Communication</u>: Communicates effectively with supervisor, co-workers and members of the Salve community. Listens well to instructions. Provides timely status updates as appropriate. Maintains confidentiality and asks appropriate questions when uncertain.</p> | |
| <p><u>Flexibility</u>: Accepts new methods and changes. Works well under time constraints and deadlines. Adapts willingly to changing priorities. Modifies schedule to meet work demands.</p> | |
| <p><u>Organization</u>: Manages time effectively to plan and complete work. Sets and revises priorities as appropriate (with guidance as necessary from supervisor).</p> | |
| <p><u>Collaboration</u>: Cooperates with co-workers, supervisor, and others. Supports team effort and contributes to departmental goals.</p> | |
| <p><u>Dependability</u>: Completes assignments in a timely manner and meets deadlines. Demonstrates effective follow-through on short and long term tasks.</p> | |
| <p><u>Quality/Quantity of Work</u>: Produces thorough, accurate, and consistent work. Applies good judgement when completing tasks. Consistently meets workload expectations.</p> | |

3. Goals/Objectives: Include goals and objectives for the coming year that will support University strategic imperatives and department goals, as well as support the employee's growth and development.

| Goals/Objectives | Criteria to Achieve Goal/Objectives |
|------------------|-------------------------------------|
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4. Development Plan: (With the employee's assistance, outline development goals, identify training, academic classes or professional development opportunities that would benefit the employee in the next year. This should include any university required training. Indicate how you will work to support the development plans of the employee.)

Comments:

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Supervisors and employees are encouraged to provide additional comments below regarding any concerns, opportunities and achievements. Please electronically submit completed form to humanresources@salve.edu immediately following completion.

5. Additional Feedback

Employee Comments:

Supervisor Comments:

Signatures

Supervisor: _____ Date: _____

Employee: _____ Date: _____