|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **90-DAY EMPLOYEE PERFORMANCE EVALUATION** | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Employee Name** | | | | |  |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | SAMANTHA | | | | |  | WEBBER | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Department** | | | | |  |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | QUALITY CONTROL | | | | |  |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Supervisor Name** | | | | |  |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | GORDON | | | | |  | COOPER | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Employee Start Date** | | | | |  | **Employee Evaluation Date** | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 01/05/2023 | | | | |  | 01/11/2023 | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Use this form to rate the employee in the following areas on a scale of 1 to 5, where 5 meaning that employee always exceeds expectations and 1 meaning that employee never meets expectations. | | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee submits high quality work | | | |  |  |  |  |  |  |  |  |  |  |  | 3 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee meets deadlines | | | |  |  |  |  |  |  |  |  |  |  |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee conducts in a professional manner | | | |  |  |  |  |  |  |  |  |  |  |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee arrives to work on time | | | |  |  |  |  |  |  |  |  |  |  |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee has a positive attitude at work | | | |  |  |  |  |  |  |  |  |  |  |  | 3 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee takes initiative when working | | | |  |  |  |  |  |  |  |  |  |  |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee perform well under pressure | | | |  |  |  |  |  |  |  |  |  |  |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee have skills to succeed | | | |  |  |  |  |  |  |  |  |  |  |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee gets along with co-workers | | | |  |  |  |  |  |  |  |  |  |  |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee seeks out opportunities for growth | | | |  |  |  |  |  |  |  |  |  |  |  | 2 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee has leadership skills | | | |  |  |  |  |  |  |  |  |  |  |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Overall Evaluation** | | | | |  |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Samantha demonstrates a practical and data-driven approach to problem-solving. She actively seeks different perspectives and creative solutions from her teammates and is continuously experimenting to drive results. After 90 days we can say that she is fully contributing to our team. | | | | | | | | | | | | | | | |  |
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