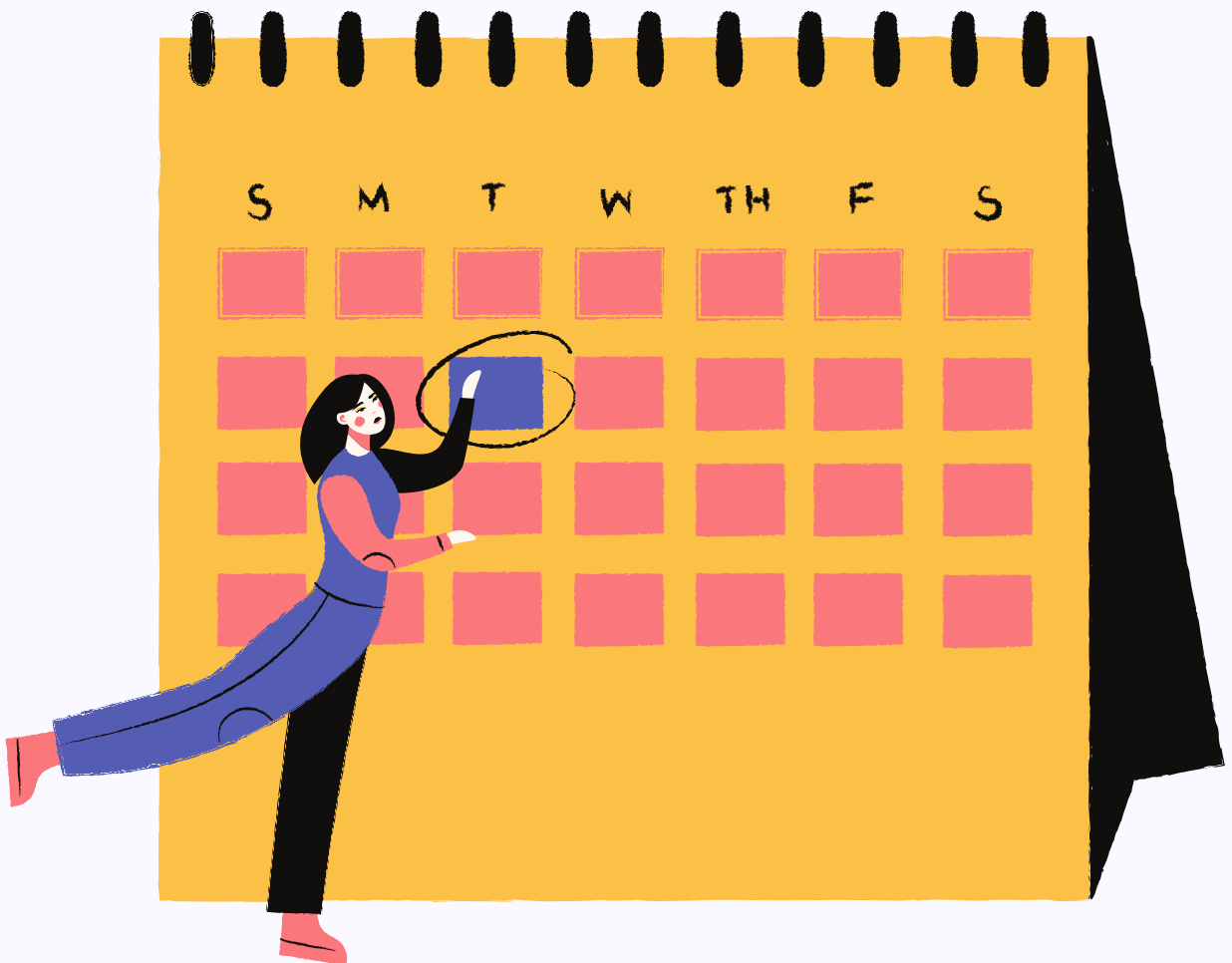




The 90 Day Performance Review Template

to Keep Employees Engaged



Getting the Most Out of Your 90 Day Performance Review Template

A 90 day performance review can be a valuable tool for improving employee performance, building relationships, and creating a positive work environment. Checking in at the 90 day mark allows managers to better track employee progress and implement faster course correction to set your teams up for success.

This customizable 90 day performance review template provides a holistic approach to assessing employee performance, with easy to follow goal setting techniques and comprehensive review criteria descriptions. You can customize each section to best suit your organization's needs, and draw inspiration from our examples in the response fields.

With Omni HR's all-in-one platform, you can digitize, customize, and automate your entire performance review process on one, easy-to-use platform. Create custom forms, automatically distribute and track progress, and easily gather data from reviews in just a few clicks.

Learn how Omni HR helps streamline and standardize your performance review process.

[Book a demo](#)

Employee 90 Day Performance Review Template

EMPLOYEE INFORMATION	
Employee Name	Job Title
Manager Name	Review Period From: / / To: / /

PERFORMANCE EVALUATION		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Quality of Work: Work is completed accurate (few or no errors), efficiently and within deadlines with minimal supervision	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Ex: Aminah has shown great care for detail and accuracy in her work. For example, during her first project of creating a company newsletter, Aminah wrote, researched, and deployed the campaign with no errors and followed up with the IT team to monitor for any bugs that would affect user experience.
Teamwork: Respectful of colleagues when working with others and makes valuable contributions to help the group achieve goals	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Ex: Ismail has participated in weekly team meetings with enthusiasm. He has added thoughtful suggestions and taken initiative by creating systems to track brainstorming sessions to maximize collaboration among his peers.

<p>Creativity: Able to generate new and innovative ideas, concepts, and solutions to problems. Exhibits a willingness to take risks and experiment with new ideas.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable 	<p>Ex: Veronica has contributed many thoughtful and new ideas to our marketing campaigns since joining the company. We have gone with 2 of her ideas for the upcoming tech conference.</p>
<p>Communication Skills: Written and oral communications are clear, organized and effective; listens to and comprehends peers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable 	<p>Ex: Gabriel has shown sufficient ability to communicate with their teammates, but has room to grow. In their first project, Gabriel left out key information needed by developers to perform the necessary updates, causing confusion and delays. In the future, I'd like Gabriel to develop a system or form to utilize for project handovers to ensure all relevant information is communicated.</p>
<p>Knowledge of Position: Possesses required skills, knowledge, and abilities to competently perform the job</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable 	<p>Ex: Angelo has exhibited great understanding of Human Resource management. He has shared insights and brought fresh perspective to culture building conversations, and has applied past learnings to inform next steps.</p>
<p>Training & Development: Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable 	<p>Ex: Zara has sought out training materials to better understand how to achieve her key metrics. She's shown initiative and already applied some of her learnings to improving our marketing strategies.</p>

OVERALL RATING

EXCEEDS EXPECTATIONS

Employee consistently performs at a high level that exceeds expectations

MEETS EXPECTATIONS

Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations

NEEDS IMPROVEMENT

Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance

UNACCEPTABLE

Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated

Goal Setting:

Looking to the future, what are 3 goals that you'd like to see the employee achieve in their role over the next 6-12 months? Keep in mind these goals should be relevant to their role, as well as the greater company objectives, and should be aligned between the manager and employee.

We recommend setting [performance review SMART goals](#) to create effective and actionable plans:

- **Specific** – have clearly defined output expectations
- **Measurable** – include specific criteria that measure the progress toward the goal
- **Achievable** – the outcome is under the employees control, and no external factors play a role in whether a goal is considered successfully achieved or not.
- **Relevant** – aligned with employees' job responsibilities, lead to their professional development, and be relevant to the short- or long-term goals of the organization
- **Time-Bound** – have a clearly defined timeline, including a starting date and a target date

PERFORMANCE GOALS

What role specific goals are you setting for the next quarter? How do you plan to achieve them?

Goal #1

Ex: Increase sales revenue by 10% in the next quarter by focusing on customer acquisition and reducing the time it takes to follow up on SQLs by one day. Aleena will do this by blocking 2 hours from her daily schedule to contact SQLs and inform customers of our referral program.

Goal #2

Ex: Increase employee engagement score by 15% in the next year. Based on last year's survey feedback, Shaamil has sufficient information on what employees want from their time at the company. He will prioritize increasing team building events to improve employee engagement.

Goal #3

Ex: Complete the new product design within three months. Elton has completed all the necessary research needed for the design, he will schedule weekly design team meetings to monitor progress and set weekly and monthly targets to keep design progress on track to meet his goal.

Share any additional comments about the employee's performance.

Ex: Suleyman has been a great addition to the team, he has shown an interest in his role and has expressed interest in growing his skillset.

ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature:

Date:

Reviewer Signature:

Date:

To access your customizable form, [download here](#) and make a copy.

About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Until now, there is no employee management software that is built to holistically support the end-to-end employee lifecycle. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

We believe that the world of work has changed – so we're building the tools for it.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, [schedule a product tour](#), or visit us at <https://omnihr.co/>.

[Book a demo](#)