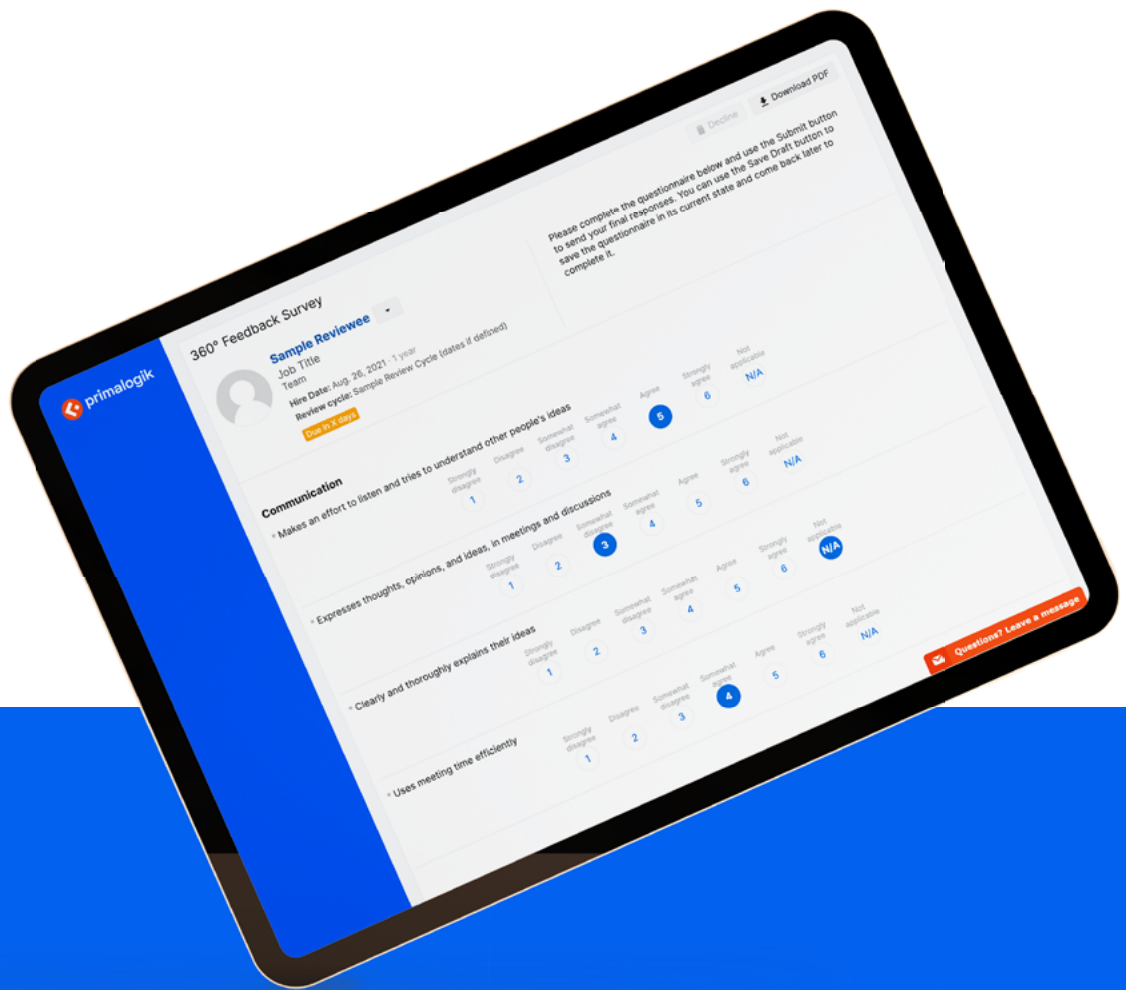




90-day Performance Review Templates





90-day Performance Review Templates

90-day reviews should be conducted for new hires, as well as employees who transitioned laterally to a new role or recently got promoted.

All of these employees are navigating a brand-new role and will be facing new set of challenges. They will be looking up to their managers for support and will each benefit from a thorough 90-day review.

Your employee's experience in the first three months is crucial and will help them decide whether they want to stay onboard or seek another job. Additionally to holding a 90-day review, we recommend scheduling a 30-day and 60-day check-in. This will help you build a strong rapport with your employee, increase engagement and nurture their growth.

The sample questionnaires provided are a great starting point if you don't have in-house templates for these type of reviews. Although the list of questions included may be oriented more for new hires, your HR department can help you customize them further to match your specific needs.

Looking to conduct your 90-day performance review using performance management software? Sign up for a [30-day free trial](#) of Primalogik today!

30-day Check-in Template



Instructions

We are seeking feedback on your first 30 days in your new role at [company name]. Your honest feedback will help us gain valuable input on your onboarding experience. This feedback will be used to help us understand what is working well and what could be improved.

Rating Scale

Please rate your overall experience at [company name], using the scale provided:

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

Overall Experience

I have a clear idea of what is expected of me at this job.

1	2	3	4	5
---	---	---	---	---

I have all the tools and resources needed to do my job successfully.

1	2	3	4	5
---	---	---	---	---

I have a clear idea of what is [company name] company mission.

1	2	3	4	5
---	---	---	---	---

I feel like I fit in [company name] company culture.

1	2	3	4	5
---	---	---	---	---

I feel welcomed by my team.

1	2	3	4	5
---	---	---	---	---

I feel welcomed at [company name].

1	2	3	4	5
---	---	---	---	---

I am satisfied with the onboarding process.

1	2	3	4	5
---	---	---	---	---

Additional Feedback

Be as specific as possible when answering these questions, ideally providing examples.

1. Do you have any question about your job duties?
2. Is there anything that would have made your onboarding experience better?

60-day Check-in Template



Instructions

We are seeking feedback on your first 60 days in your new role at [company name]. Your honest feedback will help us gain valuable input on your onboarding experience. This feedback will be used to help us understand what is working well and what could be improved.

Rating Scale

Please rate your overall experience at [company name], using the scale provided:

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

Overall Experience

My goals are clearly defined.	1	2	3	4	5
I understand how my role contributes to the overall business goal.	1	2	3	4	5
I feel comfortable at [company name].	1	2	3	4	5
I feel comfortable with my team.	1	2	3	4	5
I feel comfortable seeking feedback from my manager.	1	2	3	4	5
So far, this job is what I expected it to be.	1	2	3	4	5
So far, I am satisfied with my job.	1	2	3	4	5

Additional Feedback

Be as specific as possible when answering these questions, ideally providing examples.

1. Are you experiencing any challenges in particular that we can assist you with?
2. Is there any specific training that you feel you need to be successful?



90-day Performance Review Template

Instructions

We are seeking feedback on your first 90 days in your new role at [\[company name\]](#). Your honest feedback will help us gain valuable input on your onboarding experience. This feedback will be used to help us understand what is working well and what could be improved.

Rating Scale

Please rate your overall experience at [\[company name\]](#), using the scale provided:

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

Overall Experience

I am enjoying the tasks/projects associated with my job.

1	2	3	4	5
---	---	---	---	---

I have received enough training to help me successfully reach my goals.

1	2	3	4	5
---	---	---	---	---

I feel appreciated by my team members.

1	2	3	4	5
---	---	---	---	---

Me and my fellow team members are collaborating effectively.

1	2	3	4	5
---	---	---	---	---

I am receiving enough feedback and assistance from my manager.

1	2	3	4	5
---	---	---	---	---

I have received valuable guidance from my mentor.

1	2	3	4	5
---	---	---	---	---

Additional Feedback

Be as specific as possible when answering these questions, ideally providing examples.

Engagement

1. What helps you to do your best work?
2. What do you enjoy most and least about your job?

Challenges

1. What have you found most challenging?
2. What could help you be more productive?

Results Achieved

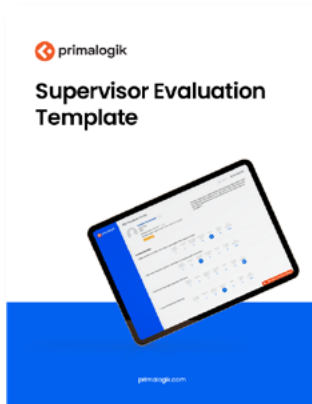
1. What accomplishments are you most proud of so far?
2. Can you discuss any specific outcomes you have achieved so far?
3. What deliverables do you aim to achieve in the next three months?
Six months?

Goals

1. Do you need to amend any of your goals or their timeframes? Is there a strategic reason to change direction?
2. Do you need any additional support or resources to reach your goals?
3. What training and development opportunities would you be interested in?

Was this helpful?

Take the next step.



Supervisor Evaluation Template



Performance Review Phrases: 100 Helpful Examples



Looking for an online tool to run
30/60/90 day performance reviews?