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90 Day Performance Review Template

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Employee Details

Name	Designation	Employee ID	Team
Manager's Name	**Employee ID**	**Team**	**Date**

Objectives

No.	Objective	Timeframe
1		
2		
3		

Feedback

What were the expectations you had before joining? Are those expectations met?	
Do you understand what is expected out of you?	
How do you plan to achieve your objectives and the organization's goals?	
What skills do you want to develop/improve on to perform better?	

What are the tools you need to do work better and faster?	
Mention the things you like/dislike in this job	
What changes do you want to see in this job and the organization?	
Do you like your team?	
Does your team accept your ideas and recognize your contribution?	
What are your career aspirations?	

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Manager's Assessment

	Exceeding Expectations	Good	Average	Can do Better
Skills & Competencies (Has the know-how and ability to complete the tasks and fulfill the responsibiites assigned for the role)				
Synergy (Is a team player and has a good working relationship with everyone in the team)				
Being Responsible (Takes ownership of the tasks and completes them flawlessly. Fulfills the role as expected)				
Overall Performance Grade				

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