



90-DAY INTRODUCTORY PERFORMANCE REVIEW FORM

Employee Name
Department
Job Title
Supervisor
Date of Review
90-Day Review Period

Instructions:

This form serves to document employee performance for the 90-day introductory period. This period is where new employees can demonstrate their ability to achieve satisfactory performance levels. The purpose of the 90-day review is to communicate expectations, performance appraisal, and identify needs for resources or support.

For each section, please provide specific feedback (comments, examples, etc.) and a rating for that section. When all sections are completed, assign an overall performance rating for review period. If a particular section does not apply, simply mark "N/A" in the rating box.

The performance rating categories are:

- Outstanding
- Meets Expectations
- Improvement Needed (extension of 90-day introductory period strongly encouraged)
- Unsatisfactory (extension of 90-day introductory period strongly encouraged)

All completed employee reviews are to be submitted to the Office of Human Resources once the new employee has reached their 90-day period.

FEEDBACK AREAS	COMMENTS/EXAMPLE	RATING
Job-Specific Skills and Knowledge: Employee understands the job requirements and possesses the required skills, experience and specific content knowledge necessary to accomplish goals and achieve results.		

<p>Quality of Work: Employee completes assigned work accurately, effectively and efficiently. Quality of work is consistent. Employee works in a fiscally responsible manner.</p>		
<p>Communication Employee facilitates open communication, demonstrates effective listening skills, constructively provides feedback, and takes appropriate action to address and resolve conflict. Employee cultivates relationships that leverage expertise.</p>		
<p>Leadership Ability Employee identifies, establishes, and articulates clear goals. Understands resource needs relative to goal achievement and effectively balances competing priorities. Promotes a work environment of mutual trust and respect. Inspires others to achieve. Leverages positive relationships to improve institutional performance. NOTE: For those who have supervisory responsibility, please comment on the employee's ability to effectively lead and motivate people and/or teams.</p>		
<p>Commitment to Continuous Improvement Employee shows evidence of a commitment to continuous improvement including, but not limited to, professional development activities.</p>		
<p>Commitment to Fostering an Inclusive Environment Employee shows evidence of a commitment to fostering an inclusive environment which includes, but is not limited to, active engagement in institutional cultural and celebratory events and programming that honor the many identities present in the University community.</p>		

**GOALS & OPPORTUNITIES
FOR IMPROVEMENT**

COMMENTS/EXAMPLES

<p>Opportunities for Continual Improvement Identify areas for professional and personal growth and development. List areas that may require training. List activities employee can engage in to foster continual learning (reading, webinars, mentoring with supervisor, etc.)</p>	
<p>LIST GOALS FOR UPCOMING PERFORMANCE YEAR:</p>	

Overall Performance Rating (check one):

- Outstanding
- Meets Expectations
- Improvement Needed*
- Unsatisfactory*

*If performance needs improvement or is unsatisfactory, the introductory period may be extended up to an additional 90 days. This will require consultation between the supervisor and Office of Human Resources. The extension period will then be communicated to the employee.

Additional Supervisor Comments:

Additional Employee Comments:

By signing this form, you are indicating that a conversation about current performance and future performance goals took place. Any employee wishing to submit comments in response to this annual review may do so by sending them to the Office of Human Resources. If appropriate, the comments will be shared with the supervisor.

Signature of Employee

Date

Signature of Supervisor/Person Completing Review

Date