



90-Day Performance Review

Employee name			
Position			
Review period			
Reviewer name			
Category	Performance criteria	Employee's performance	Comments/feedback
Job knowledge	Understanding of role responsibilities and tasks		
	Application of learned knowledge		
	Familiarity with company policies and procedures		
Performance	Meeting performance expectations and goals		
	Productivity in completing tasks and meeting deadlines		
	Key challenges encountered and strategies for overcoming them		



Organizational adjustment	Adaptation to company culture and work environment		
	Integration into team dynamics and collaboration		
	Adherence to company policies and rules (e.g. sick leave, vacation)		
Team collaboration	Participation in team projects and activities		
	Ability to work collaboratively towards team goals		
	Willingness to share knowledge and assist colleagues		
Company culture	Alignment with company values and culture		
Overall performance	Strengths		
	Areas for improvement		
	Overall performance rating		

