**30-60-90 Performance Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Job Title:**  |  |
| **Manager:** |  | **Department:**  |  |

Ratings

* 1 = Need Improvement
* 2 = Below Expectations
* 3 = Meets Expectations
* 4 = Exceeds Expectations
* 5 = Exceptional

# Quality of Work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rating | 5 | 4 | 3 | 2 | 1 | Not Applicable |
| Attributes Demonstrated:* Highly Accurate Work
* Attention to Detail
* Committed to high quality work
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comments** |

# Initiative

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rating | 5 | 4 | 3 | 2 | 1 | Not Applicable |
| Attributes Demonstrated: * Recognizes opportunities and initiates actions
* Looks for new and productive ways to make an impact
* Generates new ideas or processes that maximize productivity
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comments** |

# Productivity

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rating | 5 | 4 | 3 | 2 | 1 | Not Applicable |
| Attributes Demonstrated: * Meets or exceeds productivity
* continuously combining skills, ability and effort to ensure that expectations are achieved
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comments** |

# Customer Focus

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rating | 5 | 4 | 3 | 2 | 1 | Not Applicable |
| Attributes Demonstrated: * Personally demonstrates that customers are a high priority
* Identifies customer needs and expectations and responds to them in a timely and effective manner
* Anticipates and prevents delays or other factors that could adversely affect the customer
* Keeps customers informed about the status of pending actions and inquires about customer satisfaction with products or services
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comments** |