**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** | | | | | | |