



Bank & Brews

june workshop

90 DAY PERFORMANCE REVIEW

90 Day Performance Review Meeting

1. Together, complete the 90 Day Performance Review (see page 2). Seek the employee's input. Provide guidance as needed.
2. Supervisor and employee sign the review.
3. Provide employee with complete copy.
4. Keep a copy for your confidential files.
5. Forward completed 90 DAY Performance Review to Human Resources.



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90 DAY PERFORMANCE REVIEW

Name: _____ Position: _____

Date of Hire: _____ Time in Position: _____

Department: _____

1. Review **job design** with employee and assess progress.
2. Discuss **Individual Development Plan (IDP)** on PASA Dashboard. Review possible development opportunities for employee for the remainder of the year.
3. Review of **Core Performance Factors**: Consider each core performance factor carefully and rate only those factors you feel qualified to answer. Base your judgment over the entire 90 days, not on isolated instances. Check only one box per core performance factor. You may be asked to provide explanations for ratings below "Meets our High Expectations."
4. Base ratings on where you expect the employee to be at 90 days not where they should be when fully trained.

CORE PERFORMANCE FACTORS	Performance Unacceptable	Occasionally Does Not Meet Expectations	Meets Our High Expectations	Occasionally Exceeds Our High Expectations	Consistently Exceeds Our High Expectations
JOB KNOWLEDGE (Knowledge of Assigned Tasks and Application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESULTS ORIENTATION (Initiative, performs assigned tasks, meets deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION (Verbal and Written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK (Cooperative, relationship management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL CONDUCT (Customer Focused)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP (Formal/informal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Summary: (Elaborate on employee performance)

Employee's comments:

SUPERVISOR RECOMMENDATION:

Continue Employment: YES NO

Employee: _____

DATE: _____

Supervisor: _____

DATE: _____

Human Resources Receipt: _____

DATE: _____



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