**Employee Name: Hire Date:**

**Job Title: Date of Review:**

**Manager Comments:**

* **Contributions in the first 90 days:**
* **Technical Knowledge:**
* **Interpersonal Skills:**
* **Communication Skills:**
* **Overall Assessment:**
* **Things to work on:**
* **Comments:**

**Employee Comments:**

**While an employee is not required to comment, here are some topics to consider:**

* **Your thoughts about how things are working in your role**
* **Your thoughts on what your goals should be for the next 3-6 months**
* **Your response to my assessment of your contributions**
* **Your thought on any process improvements**
* **Other ideas you would like to share**

**Employee Signature:**

My signature does not necessarily constitute agreement but merely that the information has been shared with me and that I have been informed of my right to respond in writing:

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**Manager Signature**