

## NEW STAFF 90-DAY PERFORMANCE ASSESSMENT

This form is intended as a tool for managers and is a written assessment of an employee's first 90 days in their new role. It is important for managers to provide candid and feedback using specific examples. A job aid has been created to support this activity and can be found [here](#).

This document will be added to the employee's file.

Employee Name:

Employee ID:

Job Title:

Department/College:

Manager Name:

Hire Date:

Assessment Date:

### OVERALL ASSESSMENT

Evaluate the individual's overall performance based on their demonstration of knowledge, skills and behaviors to perform the role. Select one box below. If appropriate, include suggestions for development in the comments section.

**On track**

**Not on track**

Manager comments for feedback and further development.

## EMPLOYEE COMMENTS

The employee may add comments related to their current performance and/or any skills training, desired experiences and methods of supervision that would be helpful to their professional development and acclimatization to their role.

This assessment has been shared and discussed.

Employee's signature:

Manager's Signature:

Date of discussion:

Once the form is completed and has been discussed, the manager should provide a copy to the employee and their designated HR Director.