90-Day Performance Appraisal Form

This appraisal serves as a record of the employee's 90-day probationary period. Supervisors are expected to be candid and accurate in their employee evaluations. This appraisal will become a permanent part of the employee's personnel file.

| **Employee Name:** |  |
| --- | --- |
| **Department:** |  |
| **Job Title:** |  |
| **Supervisor:** |  |
| **Appraisal Period:** |  |
| **Appraisal date:** |  |

RATING SCALE

Use the following scale to rate employee’s work performance per evaluation factor in the next section:

| **5** | OUTSTANDING: Consistently exceeds job expectations  |
| --- | --- |
| **4** | EXCEEDS EXPECTATIONS: Consistently above job expectations |
| **3** | MEETS EXPECTATIONS: Consistently meets job expectations |
| **2** | PARTIALLY MEETS EXPECTATIONS: Satisfies some, but not all, job expectations  |
| **1** | UNSATISFACTORY: Substandard and falls short of job expectations [Employee at this level cannot be allowed to continue.] |
| **N/A** | NOT APPLICABLE: Not applicable to the job. |

AREAS OF FOCUS MOVING FORWARD

Indicate any specific goals or areas where the employee should focus on moving out of the probationary period.

Any additional comments:

|  |
| --- |

RECOMMENDATION

Based on the evaluation scorecard above please indicate one of the following:

* The employee has passed the probationary period.
* We would like to extend the employee’s probationary period for [X] months to see if their performance will improve and meet the standards for the role.

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SIGN-OFF

My performance evaluation has been communicated to me. My supervisor has discussed and explained the rankings and comments in this review with me.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_