****

[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**180-Day Employee Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **180-Day Employee Review (With Self Review)** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
|  |
|  |
|  |
|  |
|  |
| An employee 180-day review is a check-in point between the organization and the employees to acknowledge accomplishments, contributions and to evaluate the employees' progress against meeting the annual goals. | | | | | |  |
|  |
|  |
| **180-day review with self-review questions** | | | | | |  |
| **Q1:** What were your most significant contributions to our business in your first 180 days? What did you accomplish during this period? | | | | | |  |
|  |
| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
|  |
|  |
| **Q2:** What did you do during the period under review to prepare yourself better for your current position? | | | | | |  |
|  |
| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
|  |
|  |
| **Q3:** Did you encounter any challenges during your first 180 days? If yes, how did these challenges affect your performance? | | | | | |  |
|  |
| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
|  |
|  |
| **Q4:** Do you feel comfortable with your team? If no, what can your manager do about this? | | | | | |  |
|  |
| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
|  |
|  |
| **Q5:** What are the three things you will work on in the upcoming period to develop yourself? | | | | | |  |
|  |
| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
|  |
|  |
| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |  |
|  | **Rating** |  | **Weighted Average** | | |  |
| **Cultural fit** | 6.5 |  | 7.125 | | |  |
| **Goal Progress** | 8 |  |  |
| **Quality of work** | 7 |  |  |
| **Communication** | 7 |  |  |
| **Overall Comments** | | | | | |  |
|  | | | | | |  |
|  |
|  |
|  |
| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |  |