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

**30-60-90 Day Performance Review with Self Review**

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| **30-Day Performance Review (With Self Review)** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| A 30-day performance review is a formal assessment where the employee and manager evaluate the employee’s initial work performance, identify early strengths and areas for improvement, offer constructive feedback, and set immediate goals for continued development. |
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| **1. Job Performance Questions** |
| **Q1:** How well have you adapted to your new role? Provide details.  |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What achievements have you made in the past 30 days? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** What specific challenges have you encountered during this 30-day period? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q4:** How would you rate your collaboration with the team and the adjustment to the team dynamic in the last 30 days? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q5:** What support or resources do you need to improve? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **2. Goal Oriented Questions** |
| **Q1:** What short-term goals have you set for yourself in this role? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** How are you progressing toward achieving these goals? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** What additional support do you need to reach your goals? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **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** |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |

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| **60-Day Performance Review (With Self Review)** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| A 60-day performance review is a formal assessment where the employee and manager evaluate the employee’s work performance after two months, identifying strengths and weaknesses, providing feedback, and setting goals for continued improvement and development. |
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| **1. Job Performance Questions** |
| **Q1:** How effectively are you managing your job responsibilities? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What key accomplishments have you achieved in the past 60 days that you are most proud of? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** What challenges have you faced and how have you addressed them in these 60 days? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q4:** How well do you feel you have integrated with the team? Please explain why. |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q5:** What areas do you believe need improvement moving forward and how would you approach them? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **2. Goal Oriented Questions** |
| **Q1:** What progress have you made toward your initial goals? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** Have you identified any new goals based on your experiences in alignment with your last review results so far? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** What additional resources or support do you need to achieve your goals? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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|
| **Rating of this employee (Miriam's answers) (Between 1-10)** |
|   | **Rating** |   | **Weighted Average** |
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| **Goal progress** | 8 |   |
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| **Communication** | 7 |   |
| **Overall Comments** |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |

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| **90-Day Performance Review (With Self Review)** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| A 90-day performance review is a formal assessment where the employee and manager evaluate the employee’s performance over the first three months, identify strengths and areas for improvement, provide feedback, and set future goals. |
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| **1. Job Performance Questions** |
| **Q1:** What progress have you made in mastering your role and responsibilities over the past 90 days? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What notable achievements or successes have you accomplished during this period? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** Can you identify any areas where you have faced challenges or encountered difficulties? Please give examples. |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q4:** How would you rate your collaboration and communication with colleagues and supervisors? Please explain why. |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q5:** What steps have you taken to further develop your skills and knowledge in your role? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **2. Goal Oriented Questions** |
| **Q1:** Have you achieved the goals you set for yourself within the first 90 days? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What new goals have you identified for the next phase of your role? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** How do you plan to prioritize and tackle these goals moving forward? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** |
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| **Goal progress** | 8 |   |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |