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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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| **Employee Signature** |  | | **Reviewer Signature** |  | **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)** | | | | | |
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| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **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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