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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)

**60-Day Review**

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| **60 Day 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 review is used when hiring new employees or transferring employees to new positions. After the first 60 days, employee and manager reviews employee performance, goal progress, and discusses future onboarding and training plans. | | | | | |
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| **1. 60-day review with self-review questions** | | | | | |
| **Q1:** What were your most significant contributions to our business in your first 60 days? What did you accomplish during this period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** What did you do during the period under review to prepare yourself better for your current position? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** Did you encounter any challenges during your first 60 days? If yes, how did these challenges affect your performance? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** Do you feel comfortable with your team? If no, what can your manager do about this? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** What are the three things you will work on in the upcoming period to develop yourself? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **2. Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Cultural fit** | 6.5 |  | 7.125 | | |
| **Onboarding speed** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **3. Overall Comments** | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |