



90-Day New Employee Review

Employee Name:
Job Title:
Department:
Manager Name:
Review Date:

1. Role Review & Performance

Manager Review of Role Fit and Performance:

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Comment on responsibilities, consistency, and quality of work.

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Employee Reflections on their performance and fit in the Role:

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2. Collaboration & Culture

How is the employee contributing to a positive and supportive team culture?

How are they engaging across departments and using business collaboration tools?

Any team or cultural challenges identified?

3. Development & Training Progress

Training Completed Since Last Review:

Ongoing Development Areas or Support Needed:

4. Role Objectives & Probation Planning

Key Objectives to Meet Before 6-Month Probation Completion:

- 1.
- 2.
- 3.

Support or Resources Required to Succeed:

5. Probation Status & Recommendations

Is the employee on track to successfully pass their probation?

Yes No Requires further review

Comments / Recommendations:



Next Review Date (if applicable): _____

Manager Signature: _____

Employee Signature: _____