



Performance Evaluation Template

Employee Information

- Name:
 - Position:
 - Department:
 - Date of Hire:
 - Evaluation Period:
-

30-Day Evaluation

Employee Perspective:

1. Accomplishments:

- List key achievements and contributions.

- _____
- _____
- _____

2. Challenges:

- Describe any obstacles faced and how they were addressed.

- _____
- _____
- _____

3. Support Needed:

- Identify areas where additional support or resources are required.



- _____
- _____
- _____

4. Goals for Next 60 Days:

- Outline specific objectives to achieve in the next 60 days.
- _____
- _____
- _____

Employer Perspective:

1. Performance Summary:

- Provide an overview of the employee's performance.
- _____
- _____
- _____

2. Strengths:

- Highlight the employee's strengths and positive contributions.
- _____
- _____
- _____

3. Areas for Improvement:

- Identify areas where the employee can improve.
- _____
- _____



- _____

4. Goals for Next 60 Days:

- Set specific goals for the employee to achieve in the next 60 days.

- _____

- _____

- _____

90-Day Evaluation

Employee Perspective:

1. Accomplishments:

- List key achievements and contributions since the 30-day evaluation.

- _____

- _____

- _____

2. Challenges:

- Describe any obstacles faced and how they were addressed.

- _____

- _____

- _____

3. Support Needed:

- Identify areas where additional support or resources are required.

- _____



- _____
- _____

4. Goals for Next 90 Days:

- Outline specific objectives to achieve in the next 90 days.
- _____
- _____
- _____

Employer Perspective:

1. Performance Summary:

- Provide an overview of the employee's performance since the 30-day evaluation.
- _____
- _____
- _____

2. Strengths:

- Highlight the employee's strengths and positive contributions.
- _____
- _____
- _____

3. Areas for Improvement:

- Identify areas where the employee can improve.
- _____
- _____
- _____



4. Support and Resources:

- Outline any support or resources that will be provided to the employee.

- _____
- _____
- _____

5. Goals for Next 90 Days:

- Set specific goals for the employee to achieve in the next 90 days.

- _____
- _____
- _____

Signatures

- Employee:
- Employer:
- Date: