

## NEW EMPLOYEE 30-60-90 DAY EVALUATION

Employee Name:	Employee #:	<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 90
Program:	Hire Date:	Supervisor:

**Instructions:** Conduct an evaluation of new employee 30-60-90 days after the hire date. **Submit a copy to HR.**

<b>Quality of Work:</b>
<b>Work Habits:</b>
<b>Job-Specific Standards, Expectations and Progress:</b>
<b>Productivity:</b>
<b>Attendance:</b>
<b>Relationships With Leaders and Co-Workers/Workplace Behavior:</b>
<b>Employee Concerns:</b>
<b>Other Comments (Optional):</b>
<b>Action Needed (Meets or Exceeds All)</b>
<b>Next Review:</b>

**\* I agree I have met with this employee and have provided coaching and feedback \***

Employee Signature	Supervisor Signature
Date:	Date: