|  |  |
| --- | --- |
| X:\Photos\Xavier Logo - 2017.png | **90 DAY PERFORMANCE REVIEW**    Name: Click here to enter text.  Title: Click here to enter text.  Division: Click here to enter text.  Department: Click here to enter text.  Supervisor: Click here to enter text.  Start Date: |

|  |
| --- |
| The 90-day review is intended to be a quick assessment of how the new employee is doing. It serves to recognize and reinforce good behavior and performance. Just as importantly, the review should identify any areas that need improvement. It is not intended to be as comprehensive as the annual review.  **Managing Work - Job Knowledge**  Degree to which the employee knows and understands his/her job functions.  **Managing Work - Job Performance**  Quality of work (accuracy, thoroughness, reliability, timeliness, etc.), decision making, and organization.  **Communication**  Ability to organize thoughts and ideas and present them clearly and concisely, listen effectively, comprehend and respond to the ideas of others.  **Collaboration - Teamwork and Cooperation**  Tact, courtesy, self-control, patience; ability to work harmoniously with others. Respect for others and their ideas.  **University Mission, Culture and Brand**  Basic understanding of the mission and Ignatian values and how his/her work supports and animates those values.  **Summary/Additional Supervisor Comments**  **Employee Comments (documented by supervisor during discussion).**    Employe Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervis Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**On the following page are questions to help you better understand the employee’s perspective through an informal discussion. The questions are intended to be a guideline. Feel free to add to or modify the question set to fit your organization and situation.**

**New Employee 90 Day Questions**

Is your job what you expected?

Do you have the resources, training and orientation you need to be successful?

What is going well?

Are there some things that have not gone as well as you would have liked?

Do you feel you have developed a good relationship with your colleagues?

What have you learned about the culture at XU?

How can I help you be successful?