



# 30-60-90 Performance Review

Please provide objective feedback about an employee with whom you have interacted.

**Name:**

**Manager:**

**Job Title:**

**Department:**

## Ratings Definition

**Exceptional (5):** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

**Exceeds expectations (4):** Consistently meets and often exceeds all relevant performance standards. Shows initiative, works collaboratively, has strong technical and interpersonal skills or has achieved significant improvement in these areas.

**Meets expectations (3):** Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.

**Below expectations (2):** Sometimes meets the performance standards but seldom exceeds them. Often falls short of desired results. Performance has declined significantly or employee has not sustained adequate improvement, as required since the last performance review or performance.

**Needs improvement (1):** Consistently falls short of performance standards.

## Quality of Work

*5 – Exceptional; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Below Expectations; 1 – Needs Improvement*

| Rating   | 5                        | 4                        | 3                        | 2                        | 1                        | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Has established a track record of producing work that is highly accurate, while demonstrating attention to detail. Is personally committed to high quality work and encourages others to have similar standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments**



### Initiative

5 – Exceptional; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Below Expectations; 1 – Needs Improvement

| Rating   | 5                        | 4                        | 3                        | 2                        | 1                        | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Recognizes opportunities and initiates actions to capitalize on them. Looks for new and productive ways to make an impact. Demonstrates this characteristic when it comes to generating new ideas or processes, capitalizing on new business opportunities, seeking out and taking on increasing responsibility or resolving problems as they occur. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments</b>  |                          |                          |                          |                          |                          |                          |

### Productivity

5 – Exceptional; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Below Expectations; 1 – Needs Improvement

| Rating  | 5                        | 4                        | 3                        | 2                        | 1                        | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Meets or exceeds productivity standards that have been established for his/her organizational level or position. Is continuously combining skills, ability and effort to ensure that expectations related to results/output are achieved. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments</b>   |                          |                          |                          |                          |                          |                          |

### Customer Focus

5 – Exceptional; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Below Expectations; 1 – Needs Improvement

| Rating   | 5                        | 4                        | 3                        | 2                        | 1                        | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Personally demonstrates that external (or internal) customers are a high priority. Identifies customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other factors that could adversely affect the customer. Keeps customers informed about the status of pending actions and inquires about customer satisfaction with products or services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments</b>  |                          |                          |                          |                          |                          |                          |