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**90 DAY Review**

**Employee Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | First Name | Last Name |  | ID Number | ID Number |
| Position | Position |  | Date | Choose Date |
| Department | Click or tap here to enter text. |  |  |  |

**SUPERVISOR INFORMATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | First Name | Last Name |  | ID Number | ID Number |

**Check-In on 45 Day Areas of Focus for Growth and Development (Identified in 45 Day Review).**

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| Enter text |

**Supervisor comments on continued progress toward understanding and execution of essential functions.**

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| Enter text |

**Describe noteworthy contributions in the first 90 days.**

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| Enter text |

**Opportunities for Growth and Development in first year.**

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| Enter text |

**Performance Ratings**

1. Below expectations
2. Meets expectations
3. Exceeds expectations

|  |  |  |  |
| --- | --- | --- | --- |
| **Progress Standards** | **1**  | **2** | **3** |
| **Position Execution:** Performs essential functions withminimal supervision |[ ] [ ] [ ]
| **Growth and Development**: Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally |[ ] [ ] [ ]
| **Dependability**: Completes work in a timely manner and meets deadlines; follows through on plans and assignments |[ ] [ ] [ ]
| **Initiative**: Self-motivated; recommends new procedures; seeks creative solutions to obstacles or problems |[ ] [ ] [ ]
| **Judgement**: Exercises sound judgment; demonstrates awareness of work-related considerations in decision-making  |[ ] [ ] [ ]
| **Problem Solving:** Handles issues and seeks to resolve them appropriately at his or her own level |[ ] [ ] [ ]
| **Collaboration**: Makes positive contributions to meetings; acknowledges others’ ideas; gets along well with others on staff |[ ] [ ] [ ]
| **Interpersonal Relations**: Is cooperative, considerate and tactful in dealing with supervisors, direct reports, peers, faculty, students and others |[ ] [ ] [ ]
| **Intergroup Dialogue:** Open to diverse perspectives, opinions, and experiences while fostering an atmosphere of inclusion and respect. |[ ] [ ] [ ]

**Together with your employee, identify one aspiration that energizes them that aligns with their position and your department’s needs in the next year.**

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| Enter text |

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*Supervisor’s signature Employee’s signature*