

**DIOCESE OF PENSACOLA-TALLAHASSEE
OFFICE OF HUMAN RESOURCES**

Employee 90-Day Review

Employee Name: _____ Date: _____

Department/Team: _____ Location: _____

Appraising Supervisor/Manager: _____

	Exceeds Requirements	Meets Requirements	Needs Attention	No Basis
Technical Skills (requisite knowledge to perform job requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity (produces appropriate quantity of error free work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills (ability to arrange by systematic planning/united effort)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritization (performs tasks in order of importance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow Through (attends to task from inception to final resolution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability (accepts personal responsibility for assigned work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation (seeks better alternatives for performing assigned tasks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving (manages daily problems independently and efficiently)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Management (supports new ideas and exercises flexibility during change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation (works with others to achieve growth/improvement of department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude (helps to create an effective work environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pro-active (offers ideas to improve and minimize problems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality (discusses sensitive matters only when appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment recommendation: ☐ Retain ☐ Extend Introductory Period ☐ Do not retain

Comments: _____

Employee Signature: _____

Appraising Supervisor/Manager Signature: _____