90-day employee evaluation

Complete before the end of the introductory period. Use it to confirm the job is a fit, to set expectations, and to record the decision.

Employee name: _____

Job title: _____

Start date: _____

Manager: _____

Evaluation date: _____

Progress since hire

Question	Yes / Partly / No	Comments
Has learned the core tasks of the job		
Completes work to the expected standard		
Works the scheduled shifts and follows call-out rules		
Follows safety, timekeeping and conduct policies		
Works well with coworkers and customers		
Asks for help and uses feedback		
Completed required training		

What is going well: _____

What needs to improve: _____

Training still needed: _____

Decision

☐ Successfully completed introductory period ☐ Extend review by ___ days (give reasons) ☐ Not continuing in this role

Completing an introductory period does not change at-will employment where at-will employment applies. In Montana, finishing a probationary period affects the rules for ending employment, so check state law.

_____ _____

Employee signature Date

_____ _____

Manager signature Date

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