

90-DAY REVIEW

PURPOSE

Use this template to review an employee's first 90 days at your company. Align on employee role, resources, and goals.

Role clarity:

- What are your favorite and least favorite parts of this job?
- Are the responsibilities of your role what you expected? Why/why not?
- What excites you the most about your day-to-day responsibilities?

Training, tools, and resources:

- Do you have the resources and tools you need to perform your job?
- What resources and tools could help you perform your job better?
- Do you have all the information needed to do your job effectively?

Goal setting and alignment:

- Are there any goals that will be challenging for you to accomplish this month/quarter?
- Do you understand how your personal goals align with team goals?
- What do you think will be the keys to your success over the next (6, 9, 12) months?