



30-60-90 Day Performance Review

Profile

Name	
Title	
Center	
Hire Date	
Review Period (30 Days, 60 Day, 90 Days)	

Performance Factor	Below Expectations	Meeting Expectations	Exceeding Expectations
PERFORMANCE OF KEY JOB DUTIES: Performs key job duties effectively & efficiently, focused on high quality. Manages workload and finishes assigned tasks in a timely fashion; follows department and company policies & procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB-RELATED KNOWLEDGE: Is knowledgeable in subject area; shows an ability and willingness to learn new tasks and rules; has ability to help lead and train other staff; is a resource for other staff; understands regulations applicable to his/her work area and position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE & RELIABILITY: Reports to work consistently and on time; timely completion of duties and performs job in a safe manner.			
COMMUNICATION & RELATIONSHIPS:			

<p>Relates to people in an open, approachable, friendly manner; reacts appropriately, displays positive attitude; shares information well and is a good listener; is a team player and cooperates with coworkers; accepts constructive criticism professionally; courteous and polite</p> <p>PROFESSIONALISM & CUSTOMER SERVICE Provides excellent customer service to those he/she interacts with; professional appearance and communication; expresses/responds to concerns appropriately; keeps self and work area neat and organized. Does the employee exhibit Clever Bee Academy Core Values?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Comments

6th Month Goals/KPIs

<p>ACHIEVEMENT OF GOALS: Review goals set during last performance review and comment on the extent to which each was achieved; and factors that may have influenced progress toward the objectives.</p>	
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Employee Signature/Date

Supervisor/Reviewer Signature/Date