



MANAGER 90 DAY PERFORMANCE CHECK-IN

NAME		DATE OF REVIEW	
JOB TITLE		MANAGER	
STORE			
HIRE DATE			


	NEEDS IMPROV.	AREA FOR DEVELOP.	MEETS EXPECT.	ABOVE AVERAGE	EXCEEDS EXPECT.
Demonstrates Required Job Skills and Knowledge					
<i>Comments</i>					
Has the Ability to Learn and Use New Skills					
<i>Comments</i>					
Uses Resources Available In an Effective Manner					
<i>Comments</i>					
Responds Effectively to Assigned Responsibilities					
<i>Comments</i>					
Meets Attendance Requirements					
<i>Comments</i>					

	NEEDS IMPROV.	AREA FOR DEVELOP.	MEETS EXPECT.	ABOVE AVERAGE	EXCEEDS EXPECT.
Punctuality					
<i>Comments</i>					
Demonstrates Problem Solving Skills- and Innovative Thinking					
<i>Comments</i>					
Offers Constructive Suggestions for Improvement					
<i>Comments</i>					
Adapts to Situations in a Positive Manner					
<i>Comments</i>					
Demonstrates CANI-Constant And Never-ending Improvement					
<i>Comments</i>					
Listens to Direction from Management					
<i>Comments</i>					
Takes Responsibility for Actions					
<i>Comments</i>					

RATING SCORE SHEET

Edited 2/18/2019

Enter the total check marks in each rating category and then multiply by the assigned value.

Rating Categories	Count	Multiplier	Category Totals
Exceeds Expectations		X 5 =	
Above Average		X 4 =	
Meets Expectations		X 3 =	
Area for Development		X 2=	
Needs Improvement		X 1=	
Total Elements Rated =		 Total Value =	
(Total Value) Total Elements)		Rating Score =	

To Compute the Rating Score: Divide the total value by the total elements rated (12) to find the overall rating score. *(If calculating in browser, clear "Total Value" after inserting other counts for an accurate final sum).*

Numeric Score

Rating of 4.56 to 5.00 =

Rating of 3.65 to 4.55 =

Rating of 2.71 to 3.64 =

Rating of 1.90 to 2.70 =

Rating of 1.00 to 1.89 =

Alpha Score

Exceeds Expectations

Above Average

Meets Expectations

Area for Development

Needs Improvement

Overall Numeric Score _____ Overall Alpha Score _____

Evaluation

<i>Additional Comments:</i>
<i>Goals (as agreed upon by employee and manager):</i>

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	