



## MANAGER 90 DAY PERFORMANCE CHECK-IN

<b>NAME</b>		<b>DATE OF REVIEW</b>	
<b>JOB TITLE</b>		<b>MANAGER</b>	
<b>STORE</b>			
<b>HIRE DATE</b>			


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

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

**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**

<i>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.</i>			
Employee Signature		Date	
Manager Signature		Date	