

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

<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	