

# 90 Day Talk Feedback Form

## **PURPOSE**

The purpose is to use this form as a guide to assist in facilitating an open conversation with the new hire employee. This is the time to discuss accomplishments and areas of improvements with specific examples. Please follow the Work Performance criteria listed in the form on page 2.

*Please note the 90 Day Talk has no impact on the employee's compensation.*

## **PREPARATION**

For the **manager**:

- Please set up a meeting with your new hire employee around their 90<sup>th</sup> day of employment
- Two weeks prior to the meeting provide the employee with a blank feedback form for him/her to review and get acquainted with the topics that will be discussed during the meeting
- Directions are located on the form, please complete the form prior to your meeting and be prepared to discuss it in detail

For the **employee**:

- Around two weeks prior to your 90<sup>th</sup> day of employment you will be given a blank 90 Day Talk form
- About the same time your manager will contact you to set up a meeting to sit down and discuss the form located on page 2
- Please review the form prior to your meeting and be prepared to discuss the Work Performance criteria and how it pertains to your work over the past 90 days
- You may want to think of specific examples or situations that support the Work Performance criteria

## **DISTRIBUTION OF COMPLETED FORM**

- Original should be given to Human Resources to be held in the employees personnel file
- Employee will receive a copy upon request

If you have any questions, please contact your local HR department.

## **90 Day Talk Feedback Form**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Date of Talk: \_\_\_\_\_

***Form Directions:***

1. Please choose 4 or more Work Performance criteria below to discuss
2. Please provide comments with specific examples to support the chosen Work Performance criteria and write them below in the Comments/ Examples section
3. Please refer to the grid on page 3 to review the definitions of the Work Performance Criteria

<b>Work Performance</b>	<b>Comments/ Examples</b>
Quality of Work	
Quantity of Work	
Job Knowledge	
Judgment and Decision Making	
Initiative/ Responsibility	
Dependability/ Punctuality	
Communication	
Attitude/ Professionalism/ Cooperation	

## Definitions: Work Performance Criteria Grid

<b>Work Performance</b>	<b>Definition</b>
Quality of Work	The value of work produced is accurate, thorough, neat and acceptable; has the ability to work under pressure and learn from mistakes; handles tasks in a timely manner.
Quantity of Work	Meets deadlines and goals; utilizes their work day to complete daily tasks; has the ability to work at quick rates of speed with minimal errors.
Job Knowledge	Strong understanding of position and duties necessary to be successful in their role.
Decision Making (includes Prioritizing)	Sets clear priorities; thinks logically before making sound judgments and prioritizes work accurately; demonstrates the ability to say 'no' when necessary.
Initiative	Willingness to make contributions with little direction, voluntarily start projects and assist others with genuine enthusiasm.
Dependability/ Punctuality	Employee arrives to work on time as required for the position and is accessible to co-workers and supervisors during their schedule; requests time off with adequate advance notice
Communication	Ability to communicate effectively, verbally and in writing, as appropriate for the position; gets messages across clear and concisely; active listener.
Attitude/ Professionalism	Consistently demonstrates a positive "team player" attitude; accepts constructive criticism in a positive manner; exhibits professional and positive demeanor