

90 Day Employee Review

Please complete this form and submit to HR@mgeunderground.com

Employee Information					
Employee's Name:				Hire Date:	
Interviewing Supervisor:				Job Title:	
Department					
<input type="checkbox"/>	Project Management	<input type="checkbox"/>	Estimating	<input type="checkbox"/>	Accounting & Finance
<input type="checkbox"/>	Field Operations- Comm	<input type="checkbox"/>	Training & Field Support	<input type="checkbox"/>	Payroll, Benefits & Insurance
<input type="checkbox"/>	Field Operations- Civil	<input type="checkbox"/>	Compliance & Quality Control	<input type="checkbox"/>	Fleet
<input type="checkbox"/>	Field Operations- Electric	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Leadership
<input type="checkbox"/>	Business Development	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Safety & Health

Performance Standards	Below Expectations	Meets Expectations	Exceeds Expectations
Initiative			
Quality of Work			
Understanding Directions			
Cooperation with Others			
Dependability			
Attendance			
Overall Summary of Performance (please be specific):			
Goals (please be specific):			

Conclusion			
Specific corrective actions/improvements have been outlined and discussed with the employee:		Yes	N/A
Supervisor Signature:		Date:	
Employee Signature:		Date:	

Reviewed by Human resources: