



30 / 60 / 90-Day New Hire Evaluation

Probationary Review Document Confidential – Internal Leadership Use Only

Employee Name: _____

Position: _____

Clinic Location: _____

Supervisor: _____

Hire Date: _____

- ☐ 30-Day Review
- ☐ 60-Day Review
- ☐ 90-Day Review (End of Probation)

Review Date: _____

Purpose

This evaluation measures early alignment in:

- Clinical or role competency
- Cultural fit
- Operational reliability
- Coachability
- Long-term growth potential

This document determines readiness to continue employment beyond probation.

Rating Scale

Rating	Definition
5 – Exceptional	Exceeds expectations for experience level



- | | |
|--------------|-------------------------------|
| 4 – Strong | Progressing ahead of schedule |
| 3 – On Track | Meeting expected milestone |
| 2 – Behind | Improvement required |
| 1 – Concern | Significant performance gap |
-

1. Role Competency & Skill Development

Clinical Staff

- Treatment planning progression
- Clinical reasoning development
- Safety & infection control
- Patient interaction quality

Non-Clinical Staff

- Role comprehension
- Systems mastery
- Task accuracy
- Workflow understanding

Rating: 1 2 3 4 5

Comments:

2. Documentation & Compliance (If Applicable)

- Timeliness of chart completion
- Accuracy and completeness
- HIPAA compliance
- Insurance understanding (if relevant)

Rating: 1 2 3 4 5



Comments:

3. Operational Reliability

- Punctuality
- Preparedness
- Schedule management
- Responsiveness to direction

Rating: 1 2 3 4 5

Comments:

4. Team Collaboration & Communication

- Professional demeanor
- Receptiveness to feedback
- Integration into team
- Initiative to ask questions

Rating: 1 2 3 4 5

Comments:



5. Coachability & Growth Mindset

- Openness to correction
- Implementation of feedback
- Self-awareness
- Desire to improve

Rating: 1 2 3 4 5

Comments:

6. Patient Experience (If Patient-Facing)

- Empathy and presence
- Communication clarity
- Early patient feedback
- Alignment with Aylara care standard

Rating: 1 2 3 4 5

Comments:

7. New Hire Self-Reflection

What is going well?



Where do you feel challenged?

What support would help you most right now?

8. Milestone Expectations by Phase

30-Day Expectations

- Understand systems and workflows
- Demonstrate professionalism and punctuality
- Show willingness to learn
- Minimal compliance errors

Status:

- ☐ On Track
- ☐ Needs Support
- ☐ Concern

60-Day Expectations

- Increased independence
- Improved speed and efficiency
- Reduced supervision required
- Stronger team integration

Status:

- ☐ On Track
- ☐ Needs Support
- ☐ Concern



90-Day Expectations (Probation Completion)

- Competent independent performance
- Consistent documentation accuracy
- Cultural alignment
- Reliable operational performance

Status:

- ☐ Confirm Permanent Employment
 - ☐ Extend Probation (Specify Duration)
 - ☐ Performance Improvement Plan Required
 - ☐ Termination Recommended
-

9. Development Plan (If Needed)

Areas for Focus:

Action Steps:

Action Item	Owner	Deadline
-------------	-------	----------

10. Leadership Recommendation

Summary of readiness:



11. Acknowledgment

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Signature confirms discussion occurred.