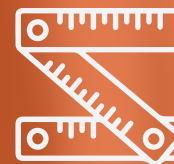




Specific



Time-based



Measurable

**S.M.A.R.T.**  
Goals



Relevant



Achievable

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90 DAY REVIEW

# DEVELOPMENT ACTION PLAN

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# 90 Day Review - Employee Development Plan

Congratulations on your first 90 days! We're committed to your continued growth and success. Use this form to evaluate your strengths, challenges and development needs after your first 90 days with the organization. Meet regularly with your manager, mentor or trainer to review progress.

1. List your top three strengths and challenges.
2. Reflect on what you can do to improve your challenges and any resources you might need from leadership, such as additional training.
3. Set goals for improving these challenges. These goals should be set using the **SMART** (**S**pecific, **M**easurable, **A**chivable, **R**elevant, and **T**ime-based) method.

3 **Strengths** I have:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3 **Challenges** I have:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What can I do to improve on these challenges?

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What resources do I need from my manager/mentor/trainer:

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Challenge	3 Month Goal	6 Month Goal	12 Month Goal	Additional Training Needed

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# Build Your Ideal Future Workforce with Confidence

Looking for additional guidance? When it comes to developing your workforce or using data to make more informed staffing decisions, Omnia is here to help. We help organizations invest in and develop their most valuable asset: people. We know each company has its own unique culture and business goals, and believe happy, productive talent can make them achievable.

