**INTRODUCTORY PERFORMANCE REVIEW**

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| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   | **DEPARTMENT** |   |
| **EMPLOYEE ID** |   | **REVIEWER NAME** |   |
| **POSITION HELD** |   | **HR REP** |   |
| **HIRE DATE** |  | **DATE OF REVIEW** |  |
| **BEHAVIORS** |
| **QUALITY** | **UNSATISFACTORY** | **SATISFACTORY** | **GOOD** | **EXCELLENT** |
| **Works to Full Potential** |  |  |  |  |
| **Quality of Work** |  |  |  |  |
| **Work Consistency** |  |  |  |  |
| **Communication** |  |  |  |  |
| **Independent Work** |  |  |  |  |
| **Takes Initiative** |  |  |  |  |
| **Group Work** |  |  |  |  |
| **Productivity** |  |  |  |  |
| **Creativity** |  |  |  |  |
| **Honesty** |  |  |  |  |
| **Integrity** |  |  |  |  |
| **Coworker Relations** |  |  |  |  |
| **Client Relations** |  |  |  |  |
| **Technical Skills** |  |  |  |  |
| **Dependability** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Attendance** |  |  |  |  |
| **STRENGTHS / TRAINING NEEDS** |
| **DETAIL EMPLOYEE'S GREATEST STRENGTHS** |
|   |
| **DETAIL ASPECTS REQUIRING IMPROVEMENT** |
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| **GOALS** |
| **ACHIEVED GOALS SET IN PREVIOUS REVIEW?** |
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| **GOALS FOR NEXT REVIEW PERIOD** |
|   |
| **COMMENTS AND APPROVAL** |
| **EMPLOYEE COMMENTS** | **REVIEWER COMMENTS** |
|   |   |
| **EMPLOYEE SIGNATURE** |   | **REVIEWER SIGNATURE** |   | **HR REP SIGNATURE** |   |

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