**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?** | | | | | |
|  | | | | | |
| **GOALS FOR NEXT REVIEW PERIOD** | | | | | |
|  | | | | | |
| **COMMENTS AND APPROVAL** | | | | | |
| **EMPLOYEE COMMENTS** | | | **REVIEWER COMMENTS** | | |
|  | | |  | | |
| **EMPLOYEE SIGNATURE** |  | **REVIEWER SIGNATURE** |  | **HR REP SIGNATURE** |  |

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