**Introductory Period Performance Review Template**

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| **Employee Information** |
| **Employee Name** |  |
| **Employee ID** |  |
| **Position** |  |
| **Department** |  |
| **Review Date** |  |
| **Reviewer Name** |  |
| **Reviewer Title** |  |
| **HR Representative** |  |
|  |  |  |  |  |
| **Responsibilities and Performance Expectations** |
| **Key Responsibilities** | **Meets Expectations** | **Needs Improvement** | **Comments** |
|  | **X** | **X** |  |
|  |  |  |  |
|  |  |  |  |
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| **Performance Ratings** |
| **Performance Factor** | **Below Expectations** | **Meets Expectations** | **Exceeds Expectations** | **Comments** |
| Work Quality |  | **X** |  |  |
| Productivity and Efficiency |  |  | **X** |  |
| Communication |  |  |  |  |
| Collaboration and Teamwork |  |  |  |  |
| Takes Initiative |  |  |  |  |
| Adaptability and Learning |  |  |  |  |
| Problem-Solving |  |  |  |  |
| Attendance and Punctuality |  |  |  |  |
| Workplace Behavior and Professionalism |  |  |  |  |
| Customer or Client Interaction |  |  |  |  |
| (If Applicable) |  |  |  |  |

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| **Strengths and Areas for Improvement** |
| **Employee Strengths** | **Areas for Improvement** |
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| **Goal Setting and Next Steps** |
| **Goal** | **Target Completion Date** | **Action Steps** | **Support or Training Needed** |
|  | MM/DD/YY |  |  |
|  | MM/DD/YY |  |  |
|  | MM/DD/YY |  |  |
|  |  |  |  |  |
| **Employment Status Decision** |
| **Decision** | **Notes** |
| Employee Successfully Completes Introductory Period and Becomes a Regular Employee |  |
| Additional Review Period Required (Specify Timeline) |  |
| Employment Terminated Due to Performance Concerns |  |
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|  |  |  |  |  |
| **Employee and Reviewer Discussion** |
| **Discussion Topic** | **Key Takeaways** |
| Overall Performance Feedback |  |
| Challenges or Concerns Raised |  |
| Employee’s Perspective on Progress |  |

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| **Final Approval** |
| **Employee Signature** |   |
| **Date** |   |
|  |  |  |  |  |
| **Reviewer Signature** |   |
| **Date** |   |

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