**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9431&utm_source=template-word&utm_medium=content&utm_campaign=Introductory+Period+Performance+Review-word-9431&lpa=Introductory+Period+Performance+Review+word+9431)Introductory Period Performance Review Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | |  | | | |
|  | | | |  | | | |
|  | |  | | |  |  |  |
| **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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