**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** |   |