**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** |  |