**INTRODUCTORY PERFORMANCE REVIEW**

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| --- | --- | --- | --- | --- | --- |
| Employee Name | [Name] | | Department | [Name] | |
| Employee Id | [Id] | | Reviewer Name | [Name] | |
| Position Held | [Position] | | Hr. Rep | [Name] | |
| Hire Date | | [Date] | Date Of Review | | [Date] |

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| **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 |  |  |  |  |

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| **Strengths / Training Needs** |
| **Detail Employee's Greatest Strengths** |
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| **Detail Aspects Requiring Improvement** |
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| **Goals** |
| **Achieved Goals Set In Previous Review?** |
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| **Goals For Next Review Period** |
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| **Comments And Approval** | | | | | |
| **Employee Comments** | | | **Reviewer Comments** | | |
|  | | |  | | |
| Employee Signature |  | Reviewer Signature |  | Hr Rep Signature |  |