**INTRODUCTORY PERFORMANCE REVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | | | | | |
|  | | | | | |

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

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |