**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** |  |

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