**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 |  |