**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 |  |

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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 |
|   |
| Detail Aspects Requiring Improvement |
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| Goals |
| Achieved Goals Set In Previous Review? |
|   |
| Goals For Next Review Period |
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| --- |
| Comments And Approval |
| Employee Comments | Reviewer Comments |
|   |   |
| Employee Signature |   | Reviewer Signature |   | Hr Rep Signature |   |