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 |   |