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 |
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| 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 |  |