

YOUR LOGO
HERE

Company Name

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				

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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