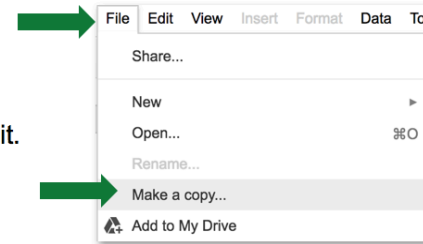


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Introductory Period Performance Review Template

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Employee Information

Employee Name	
Employee ID	
Position	
Department	
Review Date	
Reviewer Name	
Reviewer Title	
HR Representative	

Responsibilities and Performance Expectations

Key Responsibilities	Meets Expectations	Needs Improvement	Comments
	X	X	

Performance Ratings

Performance Factor	Below Expectations	Meets Expectations	Exceeds Expectations	Comments
Work Quality		X		
Productivity and Efficiency			X	
Communication				
Collaboration and Teamwork				
Takes Initiative				
Adaptability and Learning				
Problem-Solving				
Attendance and Punctuality				
Workplace Behavior and Professionalism				
Customer or Client Interaction				
(If Applicable)				

Strengths and Areas for Improvement

Employee Strengths	Areas for Improvement

Goal Setting and Next Steps

Goal	Target Completion Date	Action Steps	Support or Training Needed
	MM/DD/YY		
	MM/DD/YY		
	MM/DD/YY		

Employment Status Decision

Decision	Notes
Employee Successfully Completes Introductory Period and Becomes a Regular Employee	
Additional Review Period Required (Specify Timeline)	
Employment Terminated Due to Performance Concerns	

Employee and Reviewer Discussion

Discussion Topic	Key Takeaways
Overall Performance Feedback	
Challenges or Concerns Raised	
Employee's Perspective on Progress	

Final Approval

Employee Signature	
Date	

Reviewer Signature	
Date	

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