



INTRODUCTORY REVIEW FORM

Employee Name:	Hire/Transfer/Promo Date:
Dept./Location:	Intro Period Expiration:
Position:	Supervisor Name:

Criteria & Performance Elements	Does not meet Expectations	Meets Expectations	Exceeds Expectations
Quality of Work: demonstrates competence in required areas; good attendance; exhibits proper interpersonal skills and teamwork			
Comments/Recommendations:			
Productivity: work accomplished accurately and standards are met; meets established goals & objectives			
Comments/Recommendations:			
Technical Knowledge: knowledge of applicable rules and regulations; commitment to safety; able to apply rules appropriately			
Comments/Recommendations:			
Communication & Teamwork: open to constructive comment; team player; attentive to customer needs			
Comments/Recommendations:			
Leadership & Project Management: responds to concerns from co-workers; proactive in response to problems; keeps supervisor informed as needed			
Comments/Recommendations:			

Employee Comments:

Employee's Signature:	Date:
Supervisor's Signature:	Date:
Next Level Supervisor:	Date:
HR Signature:	Date: