

NEW EMPLOYEE PERFORMANCE REVIEW

Employee _____ Date hired _____ Today's date _____

Current salary \$ _____ Date of last review _____ Next review _____

Attendance Record: # of days absent since hired _____ # of days late since hired _____

Has employee received any disciplinary warnings? Yes _____ No _____

If yes, list date(s) of warnings _____

	Needs Improvement	Satisfactory
Job Knowledge (How well does employee demonstrate competence?)		
Quality of Work (What is employee's quality of work?)		
Quantity of Work (Does quantity of work meet our standards?)		
Safety (Does employee work safely and follow safety rules?)		
Initiative (Is employee a "self starter"?)		
Dependability (Does employee follow instructions and do what is expected?)		
Conduct (Does employee follow policy and conduct him/herself professionally?)		
Attitude (Is employee's behavior toward job and others acceptable?)		
Cooperation (Does employee work effectively as a team member?)		
Absence/Punctuality (Review attendance record above)		
Training (Has employee been fully trained?)		

Action plan for improvement (*list what, how, and by when*) _____

Employer's signature _____ Date _____

Employee's signature _____ Date _____