

Annual Appraisal Feedback Assessment Form Sample

The **annual appraisal feedback assessment form sample** provides a structured template for evaluating employee performance over the year. It facilitates clear communication between managers and staff, ensuring constructive feedback is documented effectively. This form supports goal setting and professional development in a consistent appraisal process.

Employee Information

Employee Name:

Department:

Position:

Review Period:

Performance Assessment

Communication:

Excellent

Teamwork:

Excellent

Productivity:

Excellent

Reliability:

Excellent

Goals & Development

Key Goals Achieved:

Areas for Improvement:

Goals for Next Year:

Manager's Feedback

Comments:

Overall Rating:

Outstanding

Signatures

Manager Name:

Employee Signature:

Date:

Submit