

# Employee Performance Feedback Form Sample

The **employee performance feedback form sample** is designed to facilitate clear communication between managers and employees about job performance. This form helps in identifying strengths, areas for improvement, and setting actionable goals. Using a structured feedback template ensures consistent and productive performance evaluations.

## Employee Information

Employee Name:	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>
Manager Name:	<input type="text"/>
Review Period:	<input type="text" value="e.g. Jan 2024 - Jun 2024"/>
Date of Review:	<input type="text"/>

## Performance Criteria

Criteria	Rating (1=Needs Improvement, 5=Excellent)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

## Summary of Strengths

## Areas for Improvement

## Goals & Action Plan

**Employee Comments (Optional)**[Submit Feedback](#)[Reset Form](#)