

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	<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>
Productivity	<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>
Communication	<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>
Teamwork	<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>
Initiative	<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>

Summary of Strengths

Areas for Improvement

Goals & Action Plan

Employee Comments (Optional)

Submit Feedback

Reset Form