

Performance Appraisal Feedback Tracking Form

The **performance appraisal feedback tracking form** sample helps organizations systematically document and review employee evaluations, ensuring clear communication and continuous improvement. This form facilitates effective feedback management by capturing essential insights from appraisal sessions. Utilizing a well-structured template improves the accuracy and consistency of performance assessments.

Employee Information

Employee Name		Employee ID	
Job Title		Department	
Manager Name		Appraisal Period	

Performance Criteria & Ratings

Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity		
Communication		
Teamwork		
Initiative		
Dependability		

Overall Feedback

Strengths
Areas for Improvement
Development Goals

Action Plan & Follow-Up

Agreed Action Items	
Support & Resources Needed	
Next Review Date	

Signatures

Employee Signature		Date	
Manager Signature		Date	