

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