

Employee Feedback Form – Annual Appraisal

Use this **employee feedback form** sample to streamline the annual appraisal process, ensuring clear and constructive communication between managers and staff. It facilitates comprehensive evaluation by capturing insights on performance, strengths, and areas for improvement. Implement this form to enhance employee development and organizational growth.

Employee Name

Employee ID

Department

Reviewer (Manager/Supervisor)

Review Period

e.g., Jan 2023 – Dec 2023

1. Key Responsibilities and Achievements

List major job responsibilities and key achievements during this period:

2. Strengths

What are the employee's main strengths?

3. Areas for Improvement

Identify areas where improvement is needed:

4. Overall Performance Rating

Select an overall performance rating:

-- Select --

5. Development Goals & Suggestions

Recommendations for employee growth, future goals, or training needs:

6. Additional Comments

Any further observations or feedback:

Submit Feedback

Please ensure all information is accurate and feedback is constructive.