

Employee Performance Feedback Form Sample Excel

This **employee performance feedback form sample Excel** template helps managers efficiently track and evaluate staff performance. Designed for clarity and ease of use, it enables structured feedback collection and analysis. Improve employee development and productivity with this practical tool.

Sample Excel Layout

Employee Name	Department	Reviewer	Review Date	Performance Criteria	Rating (1-5)	Comments
Jane Doe	Marketing	John Smith	2024-05-10	Quality of Work	4	Consistently delivers high-quality projects on time.
Jane Doe	Marketing	John Smith	2024-05-10	Teamwork	5	Excellent at collaborating with team members.
Jane Doe	Marketing	John Smith	2024-05-10	Communication	4	Communicates ideas clearly and effectively.

How to Use

1. Download the Excel template.
2. Enter employee and reviewer details.
3. Rate each performance criteria from 1 (Needs Improvement) to 5 (Excellent).
4. Add comments for context and suggestions.
5. Review feedback in team meetings or one-on-ones to support employee growth.

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