

Employee Performance Feedback Inquiry Form

Use this **employee performance feedback inquiry form** sample to effectively gather insights and evaluations regarding staff productivity and work quality. It helps streamline communication between managers and employees, promoting continuous improvement and professional development. Customize the form to suit your organization's specific performance review criteria.

Employee Name:

Employee ID:

Department:

Review Period:

 e.g., Jan 2024 - Jun 2024

Manager/Reviewer Name:

Reviewer Email:

Productivity (Rate 1-5):

 Select

Quality of Work (Rate 1-5):

 Select

Key Strengths:

Describe the employee's main strengths...

Areas for Improvement:

Point out areas where improvement is needed...

Additional Comments:

Any further feedback or suggestions...

Submit Feedback