

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:

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