

# Employee Performance Feedback Response Form Sample

The **employee performance feedback response form** sample is designed to facilitate clear and constructive communication between employees and managers. This form helps capture detailed responses to performance evaluations, encouraging self-reflection and continuous improvement. Using this template ensures a structured and effective feedback process.

## Employee Details

Employee Name:

Employee ID:

Department:

Manager Name:

## Performance Feedback

Review Period:

1. What do you consider your key strengths demonstrated during this period?

2. What areas do you feel require improvement, and how do you plan to address them?

3. Feedback/comments on your manager's evaluation (agree/disagree, additional insights):

4. Are there any skills or training you feel would help your performance?

5. Additional comments or feedback: