

# Manager Feedback Form Sample for Direct Reports

Use this **manager feedback form** sample to effectively evaluate and support your direct reports. It helps structure meaningful conversations and provide constructive feedback to enhance team performance. Tailor the form to fit your leadership style and organizational goals.

## Employee Information

Employee Name:

Position/Role:

Review Period:

## Performance Evaluation

1. What are the employee's key strengths?

2. What areas could the employee improve?

3. What accomplishments have you observed during this period?

4. How well does the employee collaborate with others?

5. Additional feedback or comments:

## Development & Goals

6. What are the recommended development opportunities?

7. What goals are suggested for the next period?

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