

Employee Performance Feedback and Evaluation Form

Use this **employee performance feedback** and evaluation form sample to systematically assess staff productivity and improvement areas. It provides clear criteria for objective performance review, fostering constructive dialogue. This template simplifies documentation and supports performance management processes efficiently.

Employee Name:

Position/Title:

Department:

Evaluation Period:

Reviewer Name:

Performance Criteria

Criteria	Rating (1â€“5)	Comments
Quality of Work	Select <input type="button" value="▼"/>	<input type="text"/>
Productivity	Select <input type="button" value="▼"/>	<input type="text"/>
Communication Skills	Select <input type="button" value="▼"/>	<input type="text"/>
Teamwork	Select <input type="button" value="▼"/>	<input type="text"/>
Initiative	Select <input type="button" value="▼"/>	<input type="text"/>

Strengths:

Areas for Improvement:

Development Goals:**Additional Comments:****Employee Acknowledgement:**

I have reviewed this evaluation and discussed its contents with my supervisor.

Employee Signature:**Date:****Reviewer Signature:****Date:**