

HR Inquiry Form: Performance Review

The **HR inquiry form** sample provides a structured template for gathering comprehensive feedback during performance reviews. It includes targeted questions designed to evaluate employee strengths, areas for improvement, and overall job satisfaction. This form ensures a consistent and effective performance appraisal process.

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

Performance Review Questions

1. What do you consider the employee's key strengths?

2. What are the main areas where the employee can improve?

3. Has the employee met their goals and objectives for this review period? Please explain.

4. How satisfied is the employee with their current role and team environment?

5. How effectively does the employee collaborate with colleagues and contribute to the team?

6. What additional training or resources would help the employee in their development?

7. Any other feedback or comments?

Submit Review