

Annual Employee Performance Feedback Form

Sample

This **annual employee performance feedback form sample** provides a structured template for evaluating individual achievements and areas of improvement over the year. It facilitates clear communication between employees and management, promoting professional growth and organizational development. Utilizing this form helps ensure consistent and constructive performance reviews.

Employee Information

Name		Department	
Position		Review Period	
Manager/Supervisor		Date of Review	

Performance Criteria

Please rate the employee's performance for each criterion below using the following scale:
1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Exceeds Expectations 5 = Outstanding

Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity & Efficiency		
Communication Skills		
Teamwork & Collaboration		
Problem Solving & Initiative		
Dependability & Attendance		
Professional Development		

Achievements & Strengths

List the employee's key achievements and strengths observed during the review period.

Areas for Improvement

Identify specific areas where the employee can improve and provide suggestions for development.

Employee Comments

Optional: Employee may provide feedback or comments on their performance or the review process.

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Employee Signature		Date	
Manager Signature		Date	