

Manager Feedback Form Sample for Annual Performance Review

Use this **manager feedback form** sample to conduct an effective annual performance review. It helps structure constructive feedback, highlighting strengths and areas for improvement. This form facilitates clear communication and goal setting between managers and employees.

Employee Information

Employee Name:

Position/Title:

Review Period:

Performance Summary

Key Strengths:

Highlight employee strengths, skills and positive behaviors.

Key Achievements:

List significant achievements during the review period.

Areas for Development/Improvement:

Mention specific areas where improvement is needed.

Manager Comments

Overall Feedback:

Provide overall performance feedback.

Future Goals & Expectations

Goal	Action Steps	Timeline
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<div></div>	<div></div>	<div></div>

Employee Comments (Optional)

Comments:

Employee may provide feedback or comments here.

Submit Review