

# Performance Feedback Form Sample for Managers

Efficient **performance feedback form sample for managers** helps streamline the appraisal process by providing clear and structured criteria. This template enables managers to deliver constructive insights, encouraging employee growth and development. Utilizing such forms fosters transparency and enhances communication within teams.

Employee Information	
Name:	<input type="text"/>
Department:	<input type="text"/>
Position:	<input type="text"/>
Reviewer:	<input type="text"/>
Date:	<input type="text"/>

Performance Criteria	Rating (1=Needs Improvement, 5=Excellent)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity & Efficiency	<input type="text"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Initiative & Problem Solving	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>

Strengths
<input type="text"/>
Areas for Improvement
<input type="text"/>
Goals & Development Plans

Submit

**Note:** This performance feedback form sample for managers is for internal use only. Please ensure all sections are completed prior to submission.