

Annual Performance Review Survey Feedback Form Sample

Gather valuable insights with our **Annual Performance Review Survey Feedback Form Sample**, designed to streamline employee evaluations. This form helps organizations efficiently collect honest feedback to improve performance and set future goals. Enhance your review process with clear, structured questions tailored for comprehensive assessment.

Employee Information

Employee Name:

Enter full name

Department:

Enter department

Reviewer Name:

Enter your name

Performance Assessment

1. Quality of Work

Select rating

2. Productivity

Select rating

3. Teamwork & Collaboration

Select rating

4. Communication Skills

Select rating

5. Initiative

Select rating

Strengths and Areas for Improvement

6. Key Strengths

Describe the employee's main strengths

7. Areas for Improvement

Outline suggested areas for improvement

Goal Setting & Additional Comments

8. Recommended Goals for Next Review Period

Set 2-3 achievable goals for the employee

9. Additional Comments (Optional)

Provide any other feedback or comments

Submit Feedback