

Employee Performance Feedback Evaluation Form

Employee performance feedback evaluation form sample is a structured template designed to assess and document an employee's job performance. It facilitates clear communication between managers and employees, helping identify strengths and areas for improvement. Utilizing this form promotes consistent, objective evaluations that support professional growth and organizational success.

Employee Information

Employee Name:		Position/Title:	
Department:		Evaluation Period:	
Manager/Reviewer:		Date:	

Performance Criteria

Criteria	Rating (1=Poor, 5=Excellent)	Comments
Quality of Work	Select ▾	
Productivity	Select ▾	
Communication Skills	Select ▾	
Teamwork	Select ▾	
Attendance & Punctuality	Select ▾	
Initiative	Select ▾	

Strengths

Describe strengths demonstrated by the employee.

Areas for Improvement

List specific areas where improvement is needed.

Goals and Development Plan

Set goals and outline a plan for professional development.

Additional Comments

Add any other feedback or comments.

I acknowledge that this evaluation has been discussed with me.

Submit