

# 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:	<input type="text"/>	Position/Title:	<input type="text"/>
Department:	<input type="text"/>	Evaluation Period:	<input type="text"/>
Manager/Reviewer:	<input type="text"/>	Date:	<input type="text"/>

## Performance Criteria

Criteria	Rating (1=Poor, 5=Excellent)	Comments
Quality of Work	<div>Select ▾</div>	<input type="text"/>
Productivity	<div>Select ▾</div>	<input type="text"/>
Communication Skills	<div>Select ▾</div>	<input type="text"/>
Teamwork	<div>Select ▾</div>	<input type="text"/>
Attendance & Punctuality	<div>Select ▾</div>	<input type="text"/>
Initiative	<div>Select ▾</div>	<input type="text"/>

## 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