

Performance Feedback Form Sample

Use this **performance feedback form sample** to effectively evaluate employee achievements and areas for improvement. It provides a structured format for managers to deliver constructive feedback and set future goals. This form enhances communication and supports ongoing professional development within the organization.

Employee Information			
Employee Name:		Job Title:	
Department:		Manager/Supervisor:	
Review Period:		Date:	

Performance Assessment		
Competency	Comments	Rating (1-5)
Quality of Work		
Productivity		
Communication Skills		
Teamwork		
Problem Solving		
Initiative		
Dependability		

Achievements & Strengths
Areas for Improvement
Manager's Additional Comments
Employee Comments

Goals & Development Plan

Manager/Supervisor Signature:

Date: _____

Employee Signature:

Date: _____