

# 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: \_\_\_\_\_