

EMPLOYEE FEEDBACK FORM

Employee Name: _____ Department: _____

Employee ID: _____ Position/Title: _____

Reviewer Name: _____ Review Period: _____

1. Job Performance

Please provide your feedback on the employee's job performance, including key accomplishments, quality of work, productivity, and any areas where improvement is needed.

2. Strengths

List the employee's main strengths and how they contribute to the team and organization.

3. Areas for Development

Identify areas where the employee can improve or develop new skills. Include suggestions for training or support.

4. Goals for Next Review Period

State specific, measurable, achievable, relevant, and time-bound (SMART) goals for the employee to accomplish by the next review.

5. Employee Comments (Optional)

The employee may provide comments on their performance review, goals, or any other related topics.

6. Reviewer Summary and Recommendations

Provide an overall summary of the employee's performance and any recommendations for promotion, salary

adjustment, or other actions.

7. Confidentiality and Legal Compliance

This feedback form is confidential and intended solely for the use of the employee and authorized personnel. All parties agree to comply with applicable United States employment laws and regulations. No part of this document shall be used in violation of any federal, state, or local laws governing employment, privacy, or discrimination.

Reviewer Signature

Employee Signature

Signature: _____

Signature: _____

Original source of this document:

<https://formtemplate-us.com/employee-feedback-form/>

Did you find this template helpful?

Find more updated templates at:

<https://formtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.