

---

# Performance Review Feedback Example

---

**Employee Information:**

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Date: \_\_\_\_\_

**Performance Feedback:**

- Strengths:
  - \_\_\_\_\_
- Improvement Needed:
  - \_\_\_\_\_

**Detailed Review:**

Aspect	Rating (1-5)	Feedback	Goals for Improvement
Professionalism	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	_____	_____
Efficiency	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	_____	_____
Innovation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	_____	_____

<b>Knowledge</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 [ ] 5	_____	_____
<b>Team Contribution</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 [ ] 5	_____	_____
<b>Dependability</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 [ ] 5	_____	_____
<b>Communication</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 [ ] 5	_____	_____
<b>Overall Rating</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 [ ] 5	_____	_____

**Additional Comments:**

- Feedback: \_\_\_\_\_

**Verification:**

- Employee Acknowledgment: \_\_\_\_\_
- Reviewer: \_\_\_\_\_
- Date: \_\_\_\_\_