

Employee Feedback Communication Audit Form

General Information

Employee Name

Department

Email

Communication Channels

Which communication channels do you regularly use at work?

How frequently do you receive feedback?

Feedback Quality

Is the feedback you receive clear and understandable?

Is the feedback you receive timely?

Describe the most constructive feedback you have received.

Opportunities for Improvement

How can communication of feedback be improved in your team/organization?

Additional Comments

Any other feedback or comments?

