

# Individual Performance Review Feedback Form

Employee Name

Position/Title

Review Period

Reviewer Name

Review Date

## 1. Key Responsibilities & Achievements

Describe the employee's key responsibilities and notable achievements during this period.

## 2. Strengths

List and describe major strengths demonstrated by the employee.

## 3. Areas for Improvement

Describe areas where performance or skills could be improved.

## 4. Goals for Next Review Period

Set goals for the employee for the next performance cycle.

## 5. Additional Comments

Any other feedback or comments.