**PERFORMANCE FEEDBACK**

This form should be used to document employee performance. In the provided boxes discuss the employee’s performance for the designated period. Additionally, any changes in responsibilities, goals, or other expectations should be documented here.

**Quarter 1:**

|  |
| --- |
| Supervisor Comments: |
| Employee Comments: |

Meeting Date: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

**Quarter 2 (Mid-Year):**

|  |
| --- |
| Supervisor Comments: |
| Employee Comments: |

Meeting Date: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

**Quarter 3:**

|  |
| --- |
| Supervisor Comments:  |
| Employee Comments: |

Meeting Date: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

**Quarter 4 (Year-End Employee Performance Evaluation)**

|  |
| --- |
| Supervisor Comments:  |
| Employee Comments: |

Meeting Date: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_