

Performance Feedback Form

Name:	From:	To:
Performing		
<p>You Did These Things Well:</p> <p><i>Use this space to describe the things he/she does well. <u>Focus on the technical parts of his/her job.</u> Here are some examples:</i></p>	<p>You Should Do These Things Better:</p> <p><i>Use this space to describe the things he/she should do better. <u>Focus on the technical parts of his/her job.</u> Here are some examples:</i></p>	
Fitting In		
<p>You Did These Things Well:</p> <p><i>Use this space to describe the things he/she does well. <u>Focus on how they perform in relation to other people, you, the organization's general employee requirements, etc.</u> Here are some examples:</i></p>	<p>You Should Do These Things Better:</p> <p><i>Use this space to describe the things he/she should do better. <u>Focus on how they perform in relation to other people, you, the organization's general employee requirements, etc.</u> Here are some examples:</i></p>	
<p>Next Time:</p> <p><i>Use this space to describe specific actions he/she will take to improve his/her performance. You and he/she should agree on these actions. Here are some examples:</i></p>		

