

Staff Feedback Form

The Staff Feedback form may be completed by any employee who would like to share positive feedback and/or constructive criticism for a supervisor or peer (a separate form should be completed for each person for which feedback is being provided). Feedback may be submitted anonymously. The questions below are provided for consideration only. The employee may complete as many or as few fields as desired, or may provide a general comment.

Feedback for (name):

Feedback provided by (may leave blank):

1. What is your general impression of this staff person?
2. Does the staff person provide assistance, support, and/or tools necessary to help improve your job performance? Explain.
3. Does the staff person listen to ideas and suggestions and work with you to help implement them?
4. Does the staff person encourage you to share your thoughts on a variety of matters?
5. Is the staff person clear about what his/her expectations are, and about what is expected of you during your interactions together?
6. Does the staff person acknowledge your efforts, and offer praise for a job well done?
7. Does the staff person's presence contribute to an enjoyable work environment?
8. Does the staff person treat you with respect, including respecting information shared confidentially?
9. Are there areas where the staff person either excels? Or areas where he/she requires improvement?
10. What could this staff person do differently that would have the greatest impact on his/her success?
11. General Comments/Feedback: