

Performance Feedback

Solicit feedback on your performance at any time during the year.

MY NAME	
FEEDBACK PROVIDER'S NAME	
PROJECT/WORK EFFORT	
INSTRUCTIONS	<p>You have witnessed my work first-hand and I believe you can help me understand and improve my performance at work. Your thoughts to these questions will help me as I reflect on my performance and continue to improve. Please be specific, open, and honest. Return the completed form to me. I may request time to discuss your responses if I need clarity. Thank you for helping me grow as a professional.</p>
	1. What are my strengths? What would you say is my signature strength – meaning what do I do best?
	2. What behaviors or actions did I perform that led you to list the strengths above?
	3. What are the one or two areas where I have an opportunity to improve?
	4. What behaviors or actions did I perform that led you to list the opportunities above?