

SAMPLE
Confidential Feedback Form
(Reminder: only use the same feedback format three times, then change to something else)

The most frustrating problem I face on the job is _____

The biggest time-waster I face on the job is _____

The colleague who is the biggest asset to me helps me by _____

What do I do that is most helpful to you? _____

Least helpful? _____

What could I do to be more helpful? _____

What is your opinion of your computer, fax and other equipment? _____

Is there anything in the physical environment, such as lighting, etc., that you would like to have improved?

Comments:

The answers you provide on this form are strictly confidential.

If, however, you wish to discuss your responses, please feel free to see me.

Thank You,

Supervisor
Department

