

# Peer Performance Feedback Report

Employee Name: [Employee Full Name]

Department: [Department Name]

Reviewer Name: [Your Full Name]

Date of Review: [YYYY-MM-DD]

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## 1. Collaboration & Teamwork

[Share your observations on this peer's collaboration, communication, and contribution to the team.]

## 2. Work Quality & Reliability

[Provide feedback on the accuracy, thoroughness, and dependability of their work.]

## 3. Initiative & Problem-Solving

[Comment on their willingness to take initiative and ability to solve problems.]

## 4. Strengths

[Highlight specific strengths and positive behaviors you have observed.]

## 5. Areas for Improvement

[Mention constructive feedback and opportunities to improve.]

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## Important Notes

- Feedback should be honest, constructive, and respectful.
- Focus on specific examples and observable behaviors.
- This document is typically confidential and shared only with relevant stakeholders.
- Avoid personal bias and unsupported statements.
- The purpose is to support growth and team development.