

Performance Feedback for Recruitment Consultant

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Feedback

Dear [Consultant's Name],

We would like to take this opportunity to provide you with feedback on your performance as a Recruitment Consultant during the past [time period].

Strengths

- [Strength 1: e.g., Excellent communication skills]
- [Strength 2: e.g., Strong understanding of client needs]
- [Strength 3: e.g., Effective candidate sourcing techniques]

Areas for Improvement

- [Area 1: e.g., Time management]
- [Area 2: e.g., Networking with more industry contacts]
- [Area 3: e.g., Following up on placed candidates]

We appreciate your hard work and dedication to your role. We believe that with continued focus on these areas, you will see further growth in your performance.

Please feel free to reach out if you would like to discuss this feedback in more detail.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]