360-DEGREE FEEDBACK FORM

| Employee Name: |  |
| --- | --- |
| Department: |  |
| Job Title: |  |
| Reviewee Name: |  |
| Reviewee Title: |  |
| Date of Review: |  |

## **SECTION 1: Competencies**

What follows are a series of traits or competency areas that [Organization Name] considers important components in the achievement of personal, departmental, and corporate goals.

Each competency area comprises multiple points contributing to excellence in that field. Please assess each point based on the employee's observed performance, using a rating scale ranging from 1 to 4, as outlined below:

| 1 - Never2 - Rarely3 - Often4 - Every timeN/A - No opportunity to observe |
| --- |

Choose the score for each point listed below that most honestly resonates with you and your experience with the employee being reviewed. Additional comments are welcome in the space provided. In this space, you are encouraged to highlight the employee’s favourable qualities while providing constructive feedback for enhancement. Whenever feasible, furnish explicit instances of workplace conduct.

| **LEADERSHIP** | **Rate based on your experience with the employee.** |
| --- | --- |
| Motivates fellow employees, including myself. | 1 | 2 | 3 | 4 | N/A |
| Consistent in approaching issues and problem-solving | 1 | 2 | 3 | 4 | N/A |
| Influential and inspiring | 1 | 2 | 3 | 4 | N/A |
| Fair and impartial when making decisions | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **COMMUNICATION** | **Rate based on your experience with the employee.** |
| --- | --- |
| Communicates clearly and consistently | 1 | 2 | 3 | 4 | N/A |
| Delivers information in an effective and timely manner  | 1 | 2 | 3 | 4 | N/A |
| Demonstrates active listening and comprehension  | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **INNOVATION** | **Rate based on your experience with the employee.** |
| --- | --- |
| Supports the ideas of others | 1 | 2 | 3 | 4 | N/A |
| Encourages innovation and creativity  | 1 | 2 | 3 | 4 | N/A |
| Allows for differences in approach and style | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **INTERPERSONAL SKILLS** | **Rate based on your experience with the employee.** |
| --- | --- |
| Seeks out constructive criticism and recommendations  | 1 | 2 | 3 | 4 | N/A |
| Is approachable, accessible, and welcoming  | 1 | 2 | 3 | 4 | N/A |
| Is flexible and open-minded  | 1 | 2 | 3 | 4 | N/A |
| Works well with others and nurtures a positive working relationship  | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **DEPENDABILITY** | **Rate based on your experience with the employee.** |
| --- | --- |
| Completes work and meets commitments | 1 | 2 | 3 | 4 | N/A |
| Accepts accountability and demonstrates amenability  | 1 | 2 | 3 | 4 | N/A |
| Stays focused under pressure or when managing multiple priorities  | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **PROBLEM SOLVING/ANALYSIS** | **Rate based on your experience with the employee.** |
| --- | --- |
| Can simplify and process complex issues  | 1 | 2 | 3 | 4 | N/A |
| Understands the difference between critical details and trivial facts | 1 | 2 | 3 | 4 | N/A |
| Considers multiple solutions and chooses a course of action based on most projected success  | 1 | 2 | 3 | 4 | N/A |
| Expertly handles obstacles and problems as they arise | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

**ANSWER IF EVALUATING A MANAGER/SUPERVISOR**

| **PEOPLE/PERFORMANCE MANAGEMENT**  | **Rate based on your experience with the manager.** |
| --- | --- |
| Establishes clear performance expectations | 1 | 2 | 3 | 4 | N/A |
| Handles performance issues directly and tactfully | 1 | 2 | 3 | 4 | N/A |
| Delegates responsibilities strategically  | 1 | 2 | 3 | 4 | N/A |
| Gives appropriate authority and responsibility | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **COACHING AND DEVELOPMENT** | **Rate based on your experience with the employee.** |
| --- | --- |
| Provides coaching and guidance to employees regularly | 1 | 2 | 3 | 4 | N/A |
| Demonstrates strong understanding of challenges faced by employees | 1 | 2 | 3 | 4 | N/A |
| Recognizes employees’ strengths and areas of growth | 1 | 2 | 3 | 4 | N/A |
| Celebrates employees for positive results  | 1 | 2 | 3 | 4 | N/A |
| Creates clear development goals and provides follow ups and feedback | 1 | 2 | 3 | 4 | N/A |
| Gives attention to questions and is available to provide clarification or receive suggestions  | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

| **PLANNING AND GOAL SETTING**  | **Rate based on your experience with the employee.** |
| --- | --- |
| Aligns plans and strategies with company goals  | 1 | 2 | 3 | 4 | N/A |
| Balances and tracks short- and long-term goals  | 1 | 2 | 3 | 4 | N/A |
| Develops plans according to most projected success and growth for the company and employees  | 1 | 2 | 3 | 4 | N/A |
| Manages and accounts for resources and budgets  | 1 | 2 | 3 | 4 | N/A |
| [ADD POINT AS DEEMED NECESSARY] | 1 | 2 | 3 | 4 | N/A |
| Comments: |

## **SECTION 2: Further Observations and Recommendations**

The subsequent inquiries are a component of the performance assessment for the employee listed above. As you respond to each inquiry, reflect on your individual interactions with the employee in the workplace. Kindly highlight their favourable qualities while providing constructive feedback for enhancement. Whenever feasible, furnish explicit instances of workplace conduct.

Write your answer in the space provided after each question.

1. **How has the employee contributed to [Organization Name]’s company project or goal?**

**2. In which area(s) would you say the employee needs to improve performance and how can the employee improve in the identified area(s)?**

**3. [ADD QUESTIONS AS DEEMED NECESSARY]**