**Instructions for use:**

**1. Select "file"**

**2. Select "Make a copy"**

**3. Customize**

360 Feedback For [Employee Name]

## Self-Evaluation

Name:

Role:

Date:

### Character

Do I reflect company values?

|  |
| --- |
|  |

Can I receive feedback well, and do I put it into practice? (Provide an example)

|  |
| --- |
|  |

Would my teammates say I collaborate effectively? (Provide an example)

|  |
| --- |
|  |

How would others describe my attitude? How do I describe it?

|  |
| --- |
|  |

### Achievements

What are my top performance achievements since my last review?

|  |
| --- |
|  |

Where has my performance struggled?

|  |
| --- |
|  |

What do I see as the main obstacles keeping me from completing tasks or causing delays?

|  |
| --- |
|  |

### Achievements continued

What am I doing well right now and want to continue to do?

|  |
| --- |
|  |

What sets me apart from the rest of my team?

|  |
| --- |
|  |

### Business and Growth Areas

Do I meet my deadlines and perform my work efficiently and on time?

|  |
| --- |
|  |

What would help me improve my success in those areas?

|  |
| --- |
|  |

Where could I have made more of an impact?

|  |
| --- |
|  |

What is something I could do better as a team member?

|  |
| --- |
|  |

Where do I struggle? Would I like to improve or remove these activities?

|  |
| --- |
|  |

### Goals

What are my professional goals for the next evaluation period?

|  |
| --- |
|  |

What are my performance goals?

|  |
| --- |
|  |

What help do I need to achieve these? (Consider technology, time, co-workers, training, etc.)

|  |
| --- |
|  |

What is the single biggest thing I could do or change to improve my day here?

|  |
| --- |
|  |

### Overall rating: Self-evaluation

How would I rate myself as an employee, co-worker, and leader? Why would I give myself these scores?

|  |
| --- |
|  |

What else do I think should be said or added to this review?

|  |
| --- |
|  |

Employee signature

|  |
| --- |
|  |

360 Feedback For [Employee Name]

## Team Member Evaluation

Team Member Name:

Role:

Date:

*Answer the following questions about the team member listed above. Please be candid in your responses. This information will be kept from the team member, and they will not be told who was selected to provide feedback.*

### Character

Do they reflect company values?

|  |
| --- |
|  |

Can they receive feedback well, and do they provide positive, helpful feedback?

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| --- |
|  |

Do they collaborate effectively with your team? (Provide an example)

|  |
| --- |
|  |

How would you describe their attitude and willingness to work?

|  |
| --- |
|  |

### Achievements

What is a significant achievement for this team member? Where do they excel?

|  |
| --- |
|  |

Where has their performance struggled?

|  |
| --- |
|  |

What do you think is causing that issue? How can the company help?

|  |
| --- |
|  |

What sets them apart from the rest of your team?

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| --- |
|  |

### Business and Growth Areas

Do they meet my deadlines and perform work efficiently and on time?

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| --- |
|  |

How could they improve?

|  |
| --- |
|  |

How do you see them contributing to our company?

|  |
| --- |
|  |

What is something they could do better as a team member?

|  |
| --- |
|  |

### Overall rating

How would you rate them as an employee, co-worker, and leader? Why?

|  |
| --- |
|  |

What else do you think should be said or added to this review?

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

360 Feedback For [Employee Name]

## Manager Evaluation

Manager Name:

Role:

Date:

### Character

Does the team member reflect company values?

|  |
| --- |
|  |

Can they receive feedback well, and do they put it into practice? (Provide an example)

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| --- |
|  |

How do you see them operating as part of a team?

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| --- |
|  |

What is their attitude like at work?

|  |
| --- |
|  |

### Achievements

What are their top performance achievements since the last review?

|  |
| --- |
|  |

Where has their performance struggled?

|  |
| --- |
|  |

What is the obstacle or cause for the performance concern? Is it something the company or the employee should address?

|  |
| --- |
|  |

### Achievements continued

What do they do well? What would you like to give them more of?

|  |
| --- |
|  |

What sets them apart from the rest of the team?

|  |
| --- |
|  |

Do they motivate others or bring down team morale?

|  |
| --- |
|  |

### Business and Growth Areas

Do they meet my deadlines and perform work efficiently and on time?

|  |
| --- |
|  |

What would help them improve success in those areas?

|  |
| --- |
|  |

Where could they have made more of an impact?

|  |
| --- |
|  |

What could they do better as a member of the team?

|  |
| --- |
|  |

What performance issues do you see? How do you suggest addressing these?

|  |
| --- |
|  |

### Goals

What are your goals for this team member for the next evaluation period?

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| --- |
|  |

How should this performance be measured?

|  |
| --- |
|  |

What help do they need to achieve these?

|  |
| --- |
|  |

What is the single biggest thing they could do to improve immediately?

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| --- |
|  |

### Overall rating

How would you rate this employee overall?

|  |
| --- |
|  |

Do you recommend any specific actions be taken now?

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| --- |
|  |

What else do I think should be said or added to this review?

|  |
| --- |
|  |

Manager signature

|  |
| --- |
|  |