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## Title Page

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This page serves as your introduction. You may also upload an image or a PDF document to serve as a guide for those involved in the 360-degree evaluation.

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Date conducted

 

Name of employee to be evaluated

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Name of evaluation administrator (HR employee or direct manager)

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## Open Feedback

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This part uses an open-ended approach to help you provide feedback and example on specific aspects of the employee's performance.

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## Character

How does the employee act when asked for feedback?

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Provide an instance or example of when this was evident.

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### **Interpersonal Skills**

How are the employee's dynamics with the team?

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Provide an instance or example of when this was evident.

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### **Talent-building**

How does the employee work on personal and professional development?

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Provide an instance or example of when this was evident.

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### **Leadership and Motivation**

How does the employee display traits of being a team player as well as a leader?

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Provide an instance or example of when this was evident.

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## Strengths

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This part allows you to list the top traits and soft skills that your organization puts emphasis on and let evaluators/feedback sources pinpoint the ones that the employee embodies the most.

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Select the top 3 traits or soft skills that the employee excels at.

Skill #1       Skill #2       Skill #3       Skill #4       Skill #5

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Provide an instance or example of when each trait or soft skill was evident.

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Provide an instance or example of when each trait or soft skill was evident.

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Provide an instance or example of when each trait or soft skill was evident.

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Provide an instance or example of when each trait or soft skill was evident.

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## Improvements

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This part allows you to list the top traits and soft skills that your organization puts emphasis on and let evaluators/feedback sources pinpoint the ones that the employee embodies the most.

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Select the top 3 traits or soft skills that the employee needs to work on.

- Skill #1       Skill #2       Skill #3       Skill #4       Skill #5
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Provide an instance or example of why you believe each trait or soft skill should be improved upon.

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Provide an instance or example of why you believe each trait or soft skill should be improved upon.

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Provide an instance or example of why you believe each trait or soft skill should be improved upon.

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Provide an instance or example of why you believe each trait or soft skill should be improved upon.

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Provide an instance or example of why you believe each trait or soft skill should be improved upon.

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## Completion

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Other notes or recommendations

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Next steps

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Sign-off



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