

Peer-to-Peer Employee Performance Evaluation Template

This evaluation template is designed for employees to provide constructive feedback on their peers. Please fill out the sections below honestly and constructively.

1. General Information

Evaluator Name:

Evaluator Job Title:

Peer Being Evaluated:

Peer Job Title:

Department:

Evaluation Date:

2. Performance Evaluation

Please rate your peer on each criteria using a scale of 1 to 5 (1 = Needs Improvement, 3 = Meets Expectations, 5 = Outstanding), and provide brief comments.

A. Collaboration and Teamwork

Works effectively with others, supports team goals, and maintains a positive attitude.

Rating (1-5):

Comments / Supporting Examples:

B. Communication

Shares information clearly and listens actively to others.

Rating (1-5):

Comments / Supporting Examples:

C. Quality of Work

Delivers accurate, thorough, and timely results.

Rating (1-5):

Comments / Supporting Examples:

D. Reliability and Initiative

Takes ownership of tasks, meets deadlines, and acts proactively.

Rating (1-5):

Comments / Supporting Examples:

3. Open-Ended Feedback

What do you consider to be this peer's greatest strengths?

In what areas do you believe this peer could improve or grow?

Any additional comments or feedback: