

# 360-Degree Feedback Performance Evaluation Form

**Instructions:** Please evaluate the employee's performance in the categories below. Use a scale of 1 to 5 (1 = Unsatisfactory, 3 = Meets Expectations, 5 = Outstanding) to rate each item. Since this form is designed for printing, please fill in all text fields clearly.

## 1. General Information

<b>Employee Name:</b>	<input type="text"/>	<b>Job Title:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>	<b>Review Period:</b>	<input type="text"/>
<b>Evaluator Name (Optional):</b>	<input type="text"/>	<b>Relationship to Employee:</b>	<input type="text" value="e.g., Peer, Manager, Subordinate"/>
<b>Date of Evaluation:</b>	<input type="text"/>		

## 2. Competency Evaluation

Rate the employee on each competency (Score 1-5) and provide brief supporting comments.

Competency & Description	Score (1 - 5)	Comments / Examples
<b>Leadership</b> Inspires others, takes initiative, and guides teams effectively.	<input type="text"/>	<input type="text"/>
<b>Communication</b> Listens well, shares information clearly, and communicates respectfully.	<input type="text"/>	<input type="text"/>
<b>Teamwork &amp; Collaboration</b> Works effectively with others, supports colleagues, and resolves conflicts.	<input type="text"/>	<input type="text"/>
<b>Problem Solving &amp; Decision Making</b> Analyzes situations, finds creative solutions, and makes sound judgments.	<input type="text"/>	<input type="text"/>
<b>Reliability &amp; Professionalism</b> Meets deadlines, takes responsibility, and maintains high standards.	<input type="text"/>	<input type="text"/>

## 3. Qualitative Feedback

### Key Strengths:

Identify 2-3 areas where this employee excels.

### Areas for Development:

Identify 2-3 areas where this employee could improve or grow.

### Additional Comments:

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**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_