

4c

Toolkit 4.c

360-degree feedback form

When you evaluate your employees, you should always make sure that you get feedback from all the people who work with that person. This will assist you in getting a well-rounded and comprehensive view of the employee’s development.

Copy or print this form and distribute to the people who work with the staff member being appraised, and ask them to fill it in. The responses will be useful in the appraisal and review process.

Name of employee being appraised:

Date:

Completed by:

1. Problem Solving

Able to work through complex problems and reach rational, logical conclusions, quickly and efficiently.

Poor	Below Average	Average	Above Average	Outstanding	N/A
1	2	3	4	5	N/A

Please provide any additional comments that may be helpful.

2. Interpersonal

Shows consideration and understanding to the needs and concerns of others. Responds appropriately to social situations.

Poor	Below Average	Average	Above Average	Outstanding	N/A
1	2	3	4	5	N/A

Please provide any additional comments that may be helpful.

3. Teamwork & leadership

Supports other team members. Serves as a mentor to junior employees.

Poor	Below Average	Average	Above Average	Outstanding	N/A
1	2	3	4	5	N/A

Please provide any additional comments that may be helpful.

4. Communication Skills

Knows how to listen. Communicates effectively with co-workers about important issues.

Poor	Below Average	Average	Above Average	Outstanding	N/A
1	2	3	4	5	N/A

Please provide any additional comments that may be helpful.

5. Sales Skills

Quickly identifies customers' needs and accurately responds to their enquires.

Poor	Below Average	Average	Above Average	Outstanding	N/A
1	2	3	4	5	N/A

Please provide any additional comments that may be helpful.

6.

Please provide any additional comments that may be helpful.

7.

What actions or behaviours should the employee start doing?

8.

What actions or behaviours should the employee continue doing?

9.

General comments. Please provide any additional information that may be helpful. For example, specify whether the employee would benefit from additional training or coaching.



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