

## 360 Performance review

### *Introduction*

Please complete this review about [reviewee name] using the following scale:

**Outstanding:** Consistently demonstrates a high level of performance in this area

**Exceeds Expectations:** Occasionally demonstrates a high level of performance in this area

**Meets Expectations:** Demonstrates a competent level of performance in this area

**Below Expectations:** Occasionally performance is deficient or is being developed in this area

**Unacceptable:** Performance in this area is below acceptable standards

Carefully consider your ratings as you complete the reviews. Please remember that "Meets Expectations" means that someone is proficient at his or her job.

We also ask that you rate each person in each of the categories. This is an anonymous exercise to encourage your absolute honesty. Our professional growth and self improvement can only progress with an honest awareness of how we are perceived by our coworkers.

Please use comments to clarify your rating especially if you are rating the person above or below "Meets Expectations." The comments help the supervisor understand what specific behaviors are appreciated or need improvement.

Thank you.

Relationship I am [reviewee name]'s

{Enter text answer}

[ [relation]

]

reviewer full name

{Enter text answer}

[ [reviewer full name]

]

reviewee

{Enter text answer}

[ [reviewee name]

]

## ***Professionalism***

Professionalism - [reviewee name]'s mannerisms and appearance are professional and appropriate.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s professionalism:

{Enter answer in paragraph form}

## ***Dependability/Responsibility***

Dependability/Responsibility - [reviewee name] is accountable in fulfilling personal and team commitments.

Conscientious, trustworthy.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s dependability/responsibility:

{Enter answer in paragraph form}

## ***Communication Skills***

Communication Skills - [reviewee name] demonstrates appropriate written and oral skills. Listens effectively and shares information appropriately.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s communication skills:

{Enter answer in paragraph form}

### ***Interpersonal Relations***

Interpersonal Relations - [reviewee name] consistently gets along well with others. Considerate, controlled, predictable, trustworthy. Manages conflict appropriately. Respects the time of peers.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s interpersonal relations:

{Enter answer in paragraph form}

### ***Analytical Thinking***

Analytical Thinking - [reviewee name] is able to work through complex problems and reach rational, logical conclusions quickly and effectively.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s analytical thinking:

{Enter answer in paragraph form}

### ***Initiative***

Initiative - [reviewee name] is a self starter. Identifies needs and appropriately addresses them without having to be asked or directed to do so.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s initiative:

{Enter answer in paragraph form}

## ***Leadership***

Leadership - [reviewee name] serves as a role model. Displays personal integrity. Guides, directs and supports the organization in a way that makes it more cohesive and coherent.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s leadership:

{Enter answer in paragraph form}

## ***Productivity/Job Effectiveness***

Productivity/Job Effectiveness - [reviewee name] produces quality work in a timely manner. Is able to prioritize tasks, make wise decisions, delegate tasks, request assistance when needed and ensure completion of assigned duties. Has the appropriate skills and knowledge required for job duties.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s productivity/job effectiveness

{Enter answer in paragraph form}

## ***Teamwork***

Teamwork - [reviewee name] contributes to the work of the functional or project team. Values the contributions of other team members. Respects the opinions and ideas of others. Helps coworkers to be successful.

{Choose one}

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations (developing)
- Unacceptable

Comments about [reviewee name]'s teamwork:

{Enter answer in paragraph form}

## ***Thank you***