360 Performance review

Introduction

Please complete this review about [reviewee] 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]’s
[Enter text answer]
[ [relation] ]

reviewerfullname
[Enter text answer]
[ [reviewerfullname] ]

reviewee
[Enter text answer]
[ [reviewee] ]
**Professionalism**

Professionalism - [revieweename]’s mannerisms and appearance are professional and appropriate.

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

Comments about [revieweename]’s professionalism:

[Enter answer in paragraph form]

**Dependability/Responsibility**

Dependability/Responsibility - [revieweename] is accountable in fulfilling personal and team commitments. Conscientious, trustworthy.

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

Comments about [revieweename]’s dependability/responsibility:

[Enter answer in paragraph form]

**Communication Skills**

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

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

Comments about [revieweename]’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.

( ) 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.

( ) 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.

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

Comments about [reviewee name]'s initiative:
[Enter answer in paragraph form]
Leadership

Leadership - [revieweename] 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 [revieweename]'s leadership:
[Enter answer in paragraph form]

Productivity/Job Effectiveness

Productivity/Job Effectiveness - [revieweename] 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 [revieweename]'s productivity/job effectiveness
[Enter answer in paragraph form]

Teamwork

Teamwork - [revieweename] 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 [revieweename]'s teamwork:
[Enter answer in paragraph form]

Thank you