

360-degree feedback review template



Feedback from supervisor

- Assessment of employee's job performance
- Evaluation of employee's skills, competencies, and work ethic
- Identification of strengths and areas for improvement

Feedback from peers

- Assessment of collaboration and teamwork abilities
- Perception of the employee's interpersonal skills and work ethic
- Recognition of strengths and areas for development

Feedback from direct reports

- Evaluation of leadership and management style
- Insight into the employee's ability to motivate, guide, and support team members
- Identification of strengths and areas for development

Feedback from customers (if applicable)

- Assessment of customer service skills
- Feedback on the employee's professionalism and problem-solving ability
- Identification of strengths and areas for improvement

Self-assessment

- Employee's self-evaluation of their performance, skills, and competencies
- Identification of personal strengths and areas for improvement



Overall assessment and comments

- Combined feedback and average ratings from all sources
- Summary of key strengths and areas for development
- Final comments on the employee's performance

Future goals and development plan

- Discussion on career aspirations and development needs
- Setting new goals for the upcoming period

Employee comments

- Employee's response to the feedback received
- Any additional comments or inputs

