## **XPAC Staffs Evaluation Form**

*To help our employees grow and develop in their roles, we are seeking feedback from those who work closely with them. Please share your confidential responses with us.*

| **Company Name:**  | **Reviewer Name:**  |
| --- | --- |
| **Employee Name:**  | **Your Relationship to Employee:**  |
| **Date Feedback Given:** |

Please rate this executive on a 1 - 5 scale (1=poor, 5=great) in terms of the following attributes:

|  | **1** | **2** | **3** | **4** | **5** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Customer Service** |  |  |  |  |  |  |
| **Communication Skills** |  |  |  |  |  |  |
| **Business Acumen** |  |  |  |  |  |  |
| **Negotiation Skills** |  |  |  |  |  |  |
| **Teamwork** |  |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |  |

**What are the strengths of this employee?**

*Please explain:*

**In what areas can they improve?**

**Signature of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**