**Employee 360 Degree Feedback Performance Review Template (Internal)**

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| **Employee Name:**  | **Evaluation period:** |
| **Evaluator Name:** | **Department:** |

**RATING SCALE**: 1-poor; 2-needs improvement; 3-good; 4-above-average; 5-excellent

**COMMENTS**: Explain in detail the rating provided for each statement.

|  |  |
| --- | --- |
| **Categories & Questions** | **Evaluator**  |
| **Work Attitude** | **RATE** | **COMMENTS** |
| This employee demonstrates our company values. |  |  |
| The employee’s behavior is positive. |  |  |
| The employee can handle interpersonal conflicts. |  |  |
| **Quality of Work** |  |  |
| The employee’s quality of work is satisfactory. |  |  |
| This employee works at their highest potential. |  |  |
| This employee’s performance level is satisfactory. |  |  |
| **Collaboration** |  |  |
| This employee can handle conflict. |  |  |

**Employee 360 Degree Feedback Performance Review Template (External/Client)**

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| **Employee Name:**  | **Evaluation period:** |
| **Evaluator:** | **Company:** |

**RATING SCALE**: 1-poor; 2-needs improvement; 3-good; 4-above-average; 5-excellent

**COMMENTS**: Explain in detail the rating provided for each statement.

|  |
| --- |
| 1. **This employee is effective at resolving concerns.**
 |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |
| 1. **I have enjoyed working with this employee.**
 |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |
| 1. **This employee provided a resolution to a stressful situation encountered.**
 |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |

**Employee 360 Degree Feedback Performance Review Template (Self-Evaluation)**

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| --- | --- |
| **Employee Name:**  | **Evaluation period:** |

**RATING SCALE**: 1-poor; 2-needs improvement; 3-good; 4-above-average; 5-excellent

|  |
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| **1. Rate your overall performance.** |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |
| **2. I have the capacity and the tools necessary to work at my highest potential.** |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |
| **3. I align well with the company values.** |
| **RATE (Circle One):** 1 2 3 4 5 |
| **COMMENTS:** |