

360-Degree Review Form

Employee Name

Review Period

e.g. Jan 2024 - Jun 2024

Reviewer Name

Relationship to Employee

Competencies & Skills

Please rate the employee on the following competencies using this scale:

1 - Needs Improvement 2 - Meets Expectations 3 - Exceeds Expectations

Communication Skills

☐ 1 ☐ 2 ☐ 3

Teamwork & Collaboration

☐ 1 ☐ 2 ☐ 3

Problem Solving & Analysis

☐ 1 ☐ 2 ☐ 3

Client Service Orientation

☐ 1 ☐ 2 ☐ 3

Leadership & Initiative

☐ 1 ☐ 2 ☐ 3

Strengths

What are the employee's key strengths?

Areas for Improvement

Where could the employee improve?

Additional Feedback

Other comments or specific examples

Signature

Date