

# 360-Degree Feedback Form



Company Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Instructions: Please provide honest and constructive feedback to help the individual understand their strengths and areas for improvement. Your responses will be confidential and anonymous.

## Section 1: Rating Scale

1 - Poor   2 - Below Average   3 - Average   4 - Good   5 - Excellent

Competency	(1-5)	Example of competency in action
<b>Leadership</b> <i>Guiding and inspiring team success.</i>		
<b>Teamwork</b> <i>Collaborating effectively for shared goals.</i>		
<b>Communication</b> <i>Clear, concise, and effective interactions.</i>		
<b>Problem-Solving</b> <i>Identifying and addressing challenges effectively.</i>		
<b>Creativity</b> <i>Imaginative thinking, generating innovative ideas.</i>		
<b>Technical Skills</b> <i>Proficient in specific, required abilities.</i>		
<b>Adaptability</b> <i>Adjusting to change positively.</i>		
<b>Customer Focus</b> <i>Prioritising and meeting customer needs.</i>		
<b>Decision Making</b> <i>Making informed, effective choices.</i>		
<b>Time Management</b> <i>Efficient and effective use of time.</i>		



## Section 2: Strengths

What do you consider to be the individuals greatest strengths?  
Please provide specific examples where possible.

## Section 3: Areas for Improvement

In what areas do you think the individual could improve?  
Please provide specific examples where possible.

## Section 4: Overall Performance

How would you rate the individuals overall performance?

*Rating 1-5*

## Section 5: Additional Feedback

Is there anything else you would like to share about the individuals performance?

**Thank you.** Once completed please return to the individual that provided you with the form.