360-Degree Feedback Template

Employee Name	
Employee ID	
Position Held	
Department	
Date of Current Review	
Date of Last Review	
Reviewer Name	
Reviewer Role (Peer, Manager, Direct Report, Self)	
Date Submitted	

Performance Ratings							
Quality	Reviewer Type (Peer, Manager, Direct Report, Self)	Needs Improvement	Below Expectations	Meets Expectations	Exceeds Expectations (4)	Outstanding (5)	Score
Total Score							

Qualitative Feedback			
1. Strengths	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback	
2. Areas for Improvement	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback	
l l			
3. Additional Feedback	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback	
Performance Developmer	n†		
Development Area	Suggested Training or Resources	Support from Manager or Company	Target Timeline
Pre-Approval Discussion			
Topic	Key Takeaways		

Comments and Approval				
Additional Reviewer Comments			Employee Comments	
Approved by Reviewer?				
Reviewer Initials				
Approved by Employee?				
Employee Initials				
Signatures				
Employee Signature				
Date				
	_			
Reviewer Signature				

Date

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