**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9431&utm_source=template-word&utm_medium=content&utm_campaign=360-Degree+Feedback-word-9431&lpa=360-Degree+Feedback+word+9431)360-Degree Feedback Template**

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| **Employee Name** |  | | | | | | | | | | | | | | | | | |
| **Employee ID** |  | | | | | | | | | | | | | | | | | |
| **Position Held** |  | | | | | | | | | | | | | | | | | |
| **Department** |  | | | | | | | | | | | | | | | | | |
| **Date of Current Review** | MM/DD/YY | | | | | | | | | | | | | | | | | |
| **Date of Last Review** | MM/DD/YY | | | | | | | | | | | | | | | | | |
| **Reviewer Name** |  | | | | | | | | | | | | | | | | | |
| **Reviewer Role** (Peer, Manager, Direct Report, Self) |  | |  | | |  | |  | |  | | |  | | |  | | |
| **Date Submitted** | MM/DD/YY | | | | | | | | | | | | | | | | | |
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| Performance Ratings | | | | | | | | | | | | | | | | | | |
| **Quality** | **Reviewer Type** (Peer, Manager, Direct Report, Self) | | **Needs Improvement** (1) | | | **Below Expectations** (2) | | **Meets Expectations** (3) | | **Exceeds Expectations** (4) | | | **Outstanding** (5) | | | **Score** | | |
| Work Quality |  | |  | | |  | |  | |  | | |  | | |  | | |
| Work Consistency |  | |  | | |  | |  | |  | | |  | | |  | | |
| Communication Effectiveness |  | |  | | |  | |  | |  | | |  | | |  | | |
| Collaboration and Teamwork |  | |  | | |  | |  | |  | | |  | | |  | | |
| Problem-Solving and Decision-Making |  | |  | | |  | |  | |  | | |  | | |  | | |
| Adaptability and Resilience |  | |  | | |  | |  | |  | | |  | | |  | | |
| Innovation and Creativity |  | |  | | |  | |  | |  | | |  | | |  | | |
| Leadership (if applicable) |  | |  | | |  | |  | |  | | |  | | |  | | |
| Emotional Intelligence and Professionalism |  | |  | | |  | |  | |  | | |  | | |  | | |
| Client and Customer Relations |  | |  | | |  | |  | |  | | |  | | |  | | |
| Conflict Resolution Skills |  | |  | | |  | |  | |  | | |  | | |  | | |
| Integrity and Ethical Behavior |  | |  | | |  | |  | |  | | |  | | |  | | |
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| **Total Score** |  | |  | | |  | |  | |  | | |  | | |  | | |
| Qualitative Feedback | | | | | |  | | | |  | | |  | | |  | |  | | | | |  |  |
| 1. Strengths | | | **Reviewer Type** (Peer, Manager, Direct Report, Self) | | | | | **Feedback** | | | | | | | | | | | |
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| 2. Areas for Improvement | | | **Reviewer Type** (Peer, Manager, Direct Report, Self) | | | | | **Feedback** | | | | | | | | | | | |
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| 3. Additional Feedback | | | **Reviewer Type** (Peer, Manager, Direct Report, Self) | | | | | **Feedback** | | | | | | | | | | | |
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| Performance Development | | | | |  |  | |  | | |  |  |  |
| **Development Area** | **Suggested Training or Resources** | | | **Support from Manager or Company** | | | **Target Timeline** | |
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| Pre-Approval Discussion | |  | | |  |  | |  | | |  |  |  |
| **Topic** | | **Key Takeaways** | | | | | | |
| Overall Performance Feedback | |  | | | | | | |
| Growth and Training Opportunities | |  | | | | | | |
| Additional Employee Input | |  | | | | | | |
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| Comments and Approval | | | | |  |  | |  | | |  |  |  |
| **Additional Reviewer Comments** | | | **Employee Comments** | | | | | |
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| **Approved by Reviewer?** | | Yes / No | | |  |  | |  | | |  |  |  |
| **Reviewer Initials** | |  | | |  |  | |  | | |  |  |  |
| **Approved by Employee?** | | Yes / No | | |  |  | |  | | |  |  |  |
| **Employee Initials** | |  | | |  |  | |  | | |  |  |  |
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| Signatures | |  | | |  |  | |  | | |  |  |  |
| **Employee Signature** | |  | | | | | | | |
| **Date** | | MM/DD/YY | | | | | | | |
|  | |  | | |  |  | |  | | |  |  |  |
| **Reviewer Signature** | |  | | | | | | | |
| **Date** | | MM/DD/YY | | | | | | | |

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