**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 |
|  |  |  |  |  |  |  |  |
| 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 |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **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** |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Signatures |  |  |  |  |  |  |  |
| **Employee Signature** |  |
| **Date** | MM/DD/YY |
|  |  |  |  |  |  |  |  |
| **Reviewer Signature** |   |
| **Date** | MM/DD/YY |

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