

360-Degree Employee Evaluation Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

1. How have you worked with this employee during the review period?

- ☐ Their manager
- ☐ A colleague or peer
- ☐ Someone they manage
- ☐ A cross-team collaborator
- ☐ Another working relationship
- ☐ Prefer not to answer

2. How consistently does this employee explain information you need for shared work?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not enough opportunity to observe

3. How consistently does this employee follow through on commitments made to you?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not enough opportunity to observe

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4. How consistently does this employee consider other people's input when working together?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not enough opportunity to observe

5. When a work problem arises, how consistently does this employee raise it early enough for others to respond?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not enough opportunity to observe
- ☐ No work problems arose that I observed

6. What is one behavior this employee should continue? Give an example from the review period.

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All questions are optional. Select one answer for each choice question.

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7. What is one behavior this employee could improve? Describe a situation where it would help.

8. What practical change would make working with this employee more effective?
