

EMPLOYEE PERFORMANCE REVIEW

Employee information			
Employee Name		Period of Review	
Department		Reviewers title	
Reviewer		Last review date	
Date			

360s FOR APPRAISAL

- Among the leading 10%
- Among the leading third
- Typical
- Among the lagging third
- Among the lagging 10%

Job-related competencies

Communication	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Communicates in a straightforward manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gets back to people in a timely and accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writes flawlessly when it comes to written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectively adapts style and materials to communicate to different groups of people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Self-awareness	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Controls his/her emotions, even in high pressure situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates an awareness of how his/her actions and decisions affects others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treats mistakes and setbacks as learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Actively seeks feedback from others on his/her performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Result-driven	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Sets challenging goals for him/herself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Helps others achieve their objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prioritizes his/her work based on the needs of the organization and its customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Achieves his/her objectives even when faced with obstacles and challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Core competencies

Commercial skills	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Has a commercial mindset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spots and leverages opportunities to upsell new services during existing projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proactively looks for opportunities for new projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brings in new business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pro-active advisor	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Advises customers in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Helps colleagues out whenever he/she can contribute with his/her expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Goes above and beyond in helping the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee potential	Maximized	Growth with function	Promotable in the long term	Promotable in the short term
How would you qualify the employee's potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Points of improvement	Areas of excellence
<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •

Comments and Approval			
Comments			
Employee Signature		Reviewer Signature	