A blue rectangle with white letters

AI-generated content may be incorrect.**360 Feedback Template**

**INSTRUCTIONS**

**1.** HR or the employee fills in personal and job details.

**2.** The employee shares the 360 feedback form with a selection of peers.

**3.** The employee and their peers answer questions on their overall professional performance.

**4.** They also answer questions on the employee’s communication, leadership and teamwork skills.

**5.** HR includes a confidentiality statement and has the relevant parties acknowledge it and sign the document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name** |  | **Date** |  |
| **Job title** | HR Manager | **Department** | Human Resources |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating scale**  *Use a straightforward numerical scale from 1 to 5 to rate the performance indicators below, where 1 means poor performance and 5 indicates excellent performance.* | | | |
| **Performance indicator 1** | Time to fill (average time needed to hire a new employee) | **Rating** | 3 |
| **Performance indicator 2** |  | **Rating** |  |
| **Performance indicator 3** |  | **Rating** |  |

|  |  |
| --- | --- |
| **Open-ended questions**  *Answer the following questions with specific examples, observations and actionable insights.* | |
| **Question 1:** | **In which aspect(s) of my role do I perform well?** |
| **Answer:** | [Enter your answer with relevant details to support it.] |
| **Question 2:** | **In which aspect(s) of my role could I improve, and how?** |
| **Answer:** |  |
| **Question 3:** | **What advice do you have for me to help me improve my performance?** |
| **Answer:** |  |

|  |  |
| --- | --- |
| **Feedback categories**  *Answer the following questions on the employee’s communication, leadership and teamwork skills.* | |
| **Communication skills** | |
| **Question:** | **How effectively do I communicate with colleagues and clients?** |
| **Answer:** | [Enter your answer with relevant details to support it.] |
| **Leadership skills** | |
| **Question:** | **Do you think I take initiative and demonstrate problem-solving skills?** |
| **Answer:** |  |
| **Teamwork capabilities** | |
| **Question:** | **How well do you think I collaborate with others in a team setting?** |
| **Answer:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Confidentiality statement**  *Read and acknowledge the below statement before signing this document.* | | | | | |
| [Include the relevant confidentiality statement in this section after consulting with your legal and HR teams.] | | | | | |
| **Acknowledgement and signatures** | | | | | |
| **HR contact person** |  | **Direct manager** |  | **Employee** |  |



[aihr.com](https://www.aihr.com/)

[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)