**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.

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

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| **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** |  |

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| **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:** |  |

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| **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:** |  |

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| **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** |  |



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