2015 "360" Review

Purpose
This evaluation is for you to have a chance to provide confidential feedback regarding your colleagues during the Annual Review process.

The purpose is so that each staff member receives the benefit of feedback from all of their colleagues, rather than just people in a staff management role. A "360" view gives a more complete picture, so that an annual review process fully recognizes the scope of a person's skills, attributes and work.

This process helps to identify each person's unique strengths and capabilities, and areas that might need development, or that just may not be the person's strongest skillset.

Confidentiality
Answers are confidential and will not be attributed to a particular individual. Comments will not be passed on verbatim, but will be absorbed into and represented in context with all feedback (for example, "many people notice that you are quick to pitch in when needed!"). We may need to use specific examples of conduct that illustrate a strength or an area of development.

Evaluation Procedure
The evaluation is the joint responsibility of the Staff being evaluated and the Directors.

By definition evaluation involves judgment, appraisal, and comparison with norms. The evaluation should identify specific points of strengths and areas needing improvement. The evaluation should assess the degree to which a staff member demonstrates his/her skills or abilities in their performance of duties. The evaluation should focus on patterns of performance; isolated instances may be highlighted if they have particular impact on the individual's overall performance. Specific behaviors should be identified to support evaluative conclusions. Recommendations for improved performance should be clear, concise and constructive.

Instructions
Each Staff should complete the below questions for each of your colleagues.

1. **Colleague #1 _____ (fill in name)**

Please rate the person's performance, from 1-5 (1 = unsatisfactory; 2 = needs improvement; 3 = adequate; 4 = above average; 5 = rockstar)

1. How much attention to detail does your coworker have?
2. How well does s/he meet deadlines?
3. How well does s/he communicate with colleagues?

4. How well does s/he adjust to changing priorities?
5. How hardworking is s/he?
6. How professional is her/his behavior?
7. How well does s/he collaborate?
8. How effective is s/he in her job?
9. How quickly does s/he follow up on requests?
10. How much can you trust her/his decisions?
11. What kind of impact does s/he have on the organization?
12. To what extent does s/he display initiative and is a self-starter?
13. What is her/his level of commitment to getting the job done?

1. If you rated anything 1 or 2, please give specific examples.
2. Is there anything else you'd like to share?

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2. Colleague #2 _____ (fill in name)

Please rate the person's performance, from 1-5 (1 = unsatisfactory; 2 = needs improvement; 3 = adequate; 4 = above average; 5 = rockstar)

1. How much attention to detail does your coworker have?
2. How well does she meet deadlines?
3. How well does she communicate with colleagues?
4. How well does she adjust to changing priorities?
5. How hardworking is she?
6. How professional is her behavior?
7. How well does she collaborate?
8. How effective is she in her job?
9. How quickly does she follow up on requests?
10. How much can you trust her decisions?
11. What kind of impact does she have on the organization?
12. To what extent does she display initiative and is a self-starter?
13. What is her level of commitment to getting the job done?

1. If you rated anything 1 or 2, please give specific examples.
2. Is there anything else you'd like to share?

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3. Colleague #3 _____ (fill in name)

Please rate the person's performance, from 1-5 (1 = unsatisfactory; 2 = needs improvement; 3 = adequate; 4 = above average; 5 = rockstar)

1. How much attention to detail does your coworker have?

2. How well does she meet deadlines?
3. How well does she communicate with colleagues?
4. How well does she adjust to changing priorities?
5. How hardworking is she?
6. How professional is her behavior?
7. How well does she collaborate?
8. How effective is she in her job?
9. How quickly does she follow up on requests?
10. How much can you trust her decisions?
11. What kind of impact does she have on the organization?
12. To what extent does she display initiative and is a self-starter?
13. What is her level of commitment to getting the job done?

1. If you rated anything 1 or 2, please give specific examples.
2. Is there anything else you'd like to share?