

UNIVERSITY OF MAINE SYSTEM
360-Degree Performance Assessment

To:

From:

Date:

RE: Annual Performance Assessment of _____ for the period of:

As someone who has significant interaction with the person noted above, I request your participation in providing input to this year's performance assessment. Please use the attached performance assessment document and return it with your comments and signature by [mm/dd/yy]. **Your input will not be available to the employee and any feedback given by the supervisor will not be attributed to any individual contributor.** Your input is considered confidential material, therefore, please do not share it with anyone.

Because performance assessment is important to an employee's professional growth and the University's advancement, please indicate strengths as well as areas that may benefit from additional training, development, and/or improvement based on your direct observation. This information will be part of the performance assessment conversation that will take place and will inform performance objectives for the coming year. Please note that the performance assessment is not a performance improvement plan, but is rather an opportunity to provide feedback and suggestions for building individual and organizational capacity.

Thank you for participating in this important process. Please feel free to contact me if you have questions concerning the assessment instrument, the process, or the time frame for submission of the completed assessment **[telephone # & email]**.