

### 360-Degree Performance Assessment Form

Employee:

Supervisor:

**Please Return to Supervisor by:** \_\_\_\_\_

The following characteristics/skills set should be kept in mind when completing the performance assessment forms – the self assessment, the 360 assessment (if used) and / or the supervisors' assessment of:

- Written Communications
- Oral Communication
- Job Knowledge
- Organization and Planning
- Leadership
- Supervision – if supervision is applicable
- Dependability
- Initiative
- Problem Solving Ability
- Flexibility/Adaptability
- Professionalism

1. Identify the employee's strengths. Please provide examples from the past year to support your observations.
  
  
  
  
  
  
  
  
  
  
2. Identify the employee's challenges and areas in need of improvement. Please provide examples from the past year to support your observations.
  
  
  
  
  
  
  
  
  
  
3. Additional Comments:

Contributor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contributor's Title: \_\_\_\_\_ Date: \_\_\_\_\_