



# 360 Feedback Template



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# Table of contents

Instructions for participants	03
Competencies and skills assessment	04
Performance in specific projects and tasks	11
Professional development	12
Overall recommendations	14
Additional comments	16



# Instructions for Participants

Thank you for participating in the 360  
feedback process.

Your insights are valuable for fostering  
personal and professional growth.

Please provide honest and constructive feedback  
while respecting confidentiality.

Your input will be instrumental in shaping  
individual development plans.



## GENERAL INFORMATION

**Employee Name:**

[Participant's Full Name]

**Position/Role:**

[Participant's Job Title]

**Department/Team:**

[Participant's Department or Team]

**Evaluator's Name:**

[Evaluator's Full Name]

**Relationship to Participant:**

[e.g., Supervisor, Peer, Subordinate]

**How long have you known participant in this context?**

[Optional]

# Competencies and Skills Assessment

## QUANTITATIVE ASSESSMENT

Please rate the participant on a scale of 1 to 5, where 1 is “Needs Significant Improvement” and 5 is “Exemplary.” Add comments to support your ratings.

Needs Significant Improvement

1

2

3

4

5

Exemplary.

### Communication skills





	Ability to express ideas clearly and effectively.
	Demonstrates active listening.
	Provides clear and concise information.
Comments:	


### Teamwork and collaboration



	Works well with others in a team setting.
	Promotes a collaborative and inclusive environment.
	Encourages knowledge-sharing.
Comments:	

Leadership skills 	
	Demonstrates effective leadership qualities.
	Provides guidance and support to team members.
	Takes initiative in challenging situations.
Comments:	

Problem-solving abilities 	
	Analyzes problems critically.
	Offers innovative solutions.
	Adapts well to unexpected challenges.
Comments:	

Adaptability 	
	Navigates change effectively.
	Remains flexible in dynamic work environments.
	Easily adjusts to new tasks and responsibilities.
Comments:	



## QUANTITATIVE ASSESSMENT



### Communication skills

**Clarity and conciseness** - Describe a situation where participant effectively communicated complex information in a clear and concise way. How did it impact the outcome?

**Active listening** - Share an example of how participant demonstrated active listening skills and understanding your perspective. How did it contribute to the conversation?

**Impact and persuasion** - Think of a time when participant successfully persuaded or influenced others through their communication. What specific techniques or approaches did they use?

**Adapting communication style** - Have you seen participant adjust their communication style to different audiences or situations? If so, how effective was it and what can we learn from it?

**Areas for improvement** - What specific aspects of communication could participant focus on to further enhance their effectiveness?



## Teamwork and collaboration

**Creating a positive environment** - Describe how participant contributes to a positive and collaborative team environment. Do they go out of their way to include others or foster team spirit?

**Sharing knowledge and expertise** - Share an example of how participant effectively shared their knowledge or expertise with others to benefit the team or project.

**Conflict resolution** - Think of a time when participant intervened in a team conflict. How did they approach the situation and what was the outcome?

**Delegation and task management** - Describe how participant approaches delegation and task management. Are they effective at distributing workloads and ensuring accountability?

**Areas for improvement** - What specific actions could participant take to further strengthen their teamwork and collaboration skills?





## Leadership skills

**Motivating and inspiring others** - Share an example of how participant motivated or inspired you or others to achieve a goal. What specific leadership qualities did they exhibit?

**Decision-making and taking initiative** - Describe a situation where participant made a tough decision or took initiative in a challenging situation. How did their actions impact the outcome?

**Delegation and empowerment** - How does participant empower others to take ownership of their tasks and contribute to the team's success?

**Strategic thinking and vision** - Have you observed participant demonstrate strategic thinking or a clear vision for the future? How did it influence their leadership behaviors?

**Areas for improvement** - What specific areas could participant focus on to further develop their leadership skills and capabilities?



## Problem-solving abilities

**Critical thinking and analysis** - Describe a situation where participant demonstrated strong critical thinking skills to analyze a problem and identify root causes.

**Creativity and innovation** - Share an example of how participant approached a problem in a creative or innovative way that led to a successful outcome.

**Learning from mistakes** - Have you observed how participant responds to setbacks or mistakes? Do they actively learn from them and adapt their approach?

**Pressure and deadline management** - How effectively does participant handle pressure and tight deadlines when solving problems? Are there specific strategies they use?

**Areas for improvement** - What specific skills or tools could help participant further enhance their problem-solving abilities?



## Adaptability

**Embracing change and new challenges** - Describe a situation where participant demonstrated their ability to adapt to a significant change or new challenge. How did they adjust their approach?

**Learning new skills and knowledge** - Share an example of how participant proactively acquired new skills or knowledge to adapt to changing demands or opportunities.

**Openness to feedback and iteration** - How receptive is participant to constructive feedback and adjusting their approach based on new information or changing circumstances?

**Maintaining motivation and resilience** - Have you observed how participant stays motivated and resilient in the face of unexpected challenges or setbacks?

**Areas for improvement** - What specific areas could enhance participant's ability to adapt effectively to changing environments and demands?



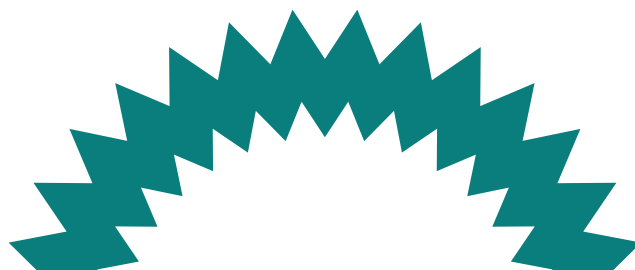
# Performance in Specific Projects and Tasks

Please provide specific examples or instances where the participant excelled or areas that may need improvement.

**Briefly describe the most recent project or task you and participant worked on together:**

- How did participant's performance on this project/task contribute to the overall outcome?

- What were participant's strengths and weaknesses in this context?



# Professional Development



## AREAS OF STRENGTH

What specific skills or competencies does the participant excel in? Provide examples.



## TECHNICAL PROFICIENCY

Provide examples of the participant's strong technical skills.



## LEADERSHIP QUALITIES

Highlight instances where the participant showcased leadership qualities.



## AREAS FOR GROWTH

Identify specific areas where the participant can further develop. Be constructive and offer suggestions.



## TIME MANAGEMENT

Suggest strategies for improving time management skills.



## CONFLICT RESOLUTION

Provide feedback on handling conflicts and suggest improvements.



## EFFECTIVE DELEGATION

Provide feedback on the participant's ability to delegate tasks.



# Overall Recommendations

What recommendations do you have for the participant's professional growth? Include potential training or development opportunities.



## TRAINING PROGRAMS

Recommend relevant training programs or workshops.



## MENTORSHIP OPPORTUNITIES


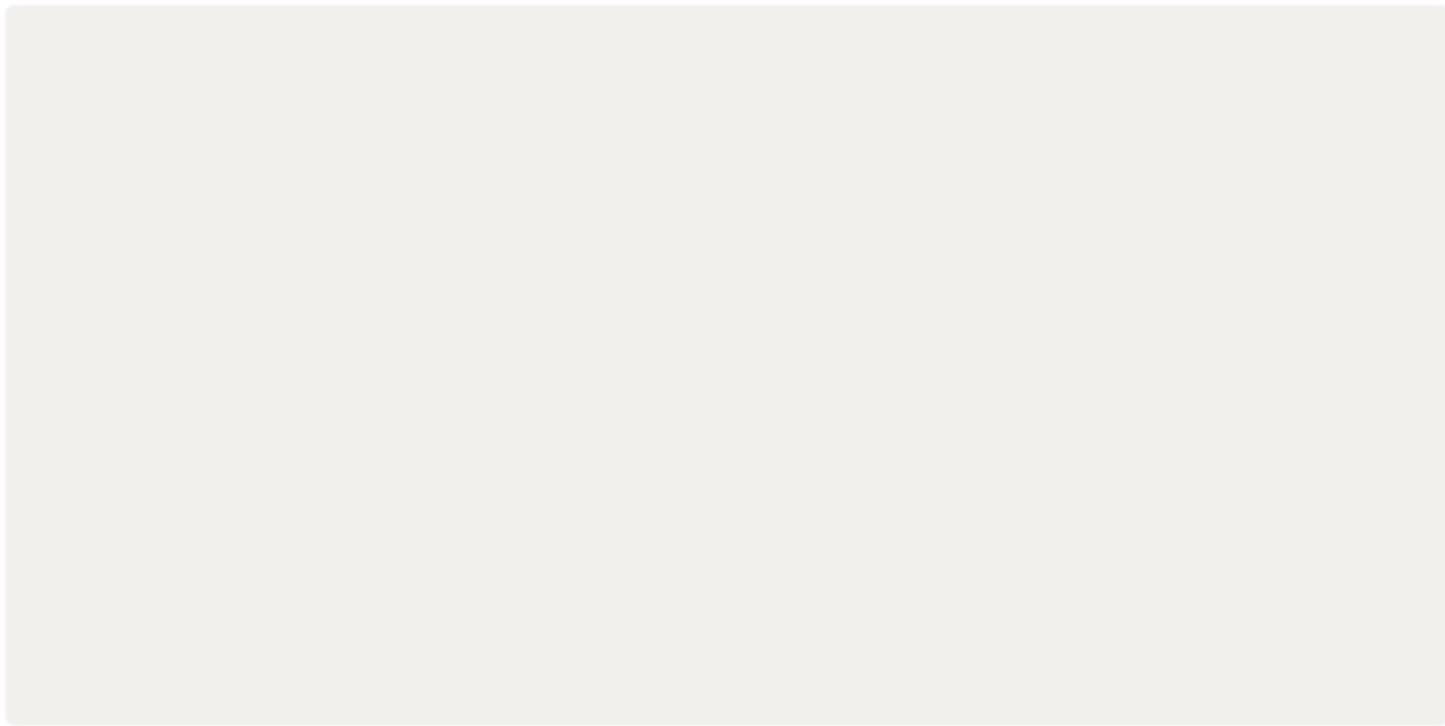
Suggest potential mentors for the participant's career growth.



# Additional comments

## ADDITIONAL COMMENTS

Use this space to provide any additional comments or observations that may not have been covered in the previous sections.



Feel free to customize this template according to your organization's specific needs and competencies. Ensure clarity in instructions and encourage participants to focus on both strengths and areas for improvement for a comprehensive feedback process.

