

# Evaluation Form for a 360° Evaluation

*Evaluator Name*

*Speech Given Location*

*Date*

*Role*

*Leader's Name (person to be evaluated)*

*Time*

Please consider your experience working with the leader you are evaluating and give a Thoughtful response to all the questions presented here. If you have not observed a particular behavior or quality, indicate "Not observed" on your evaluation form. Take a moment to include examples

wherever possible and if needed, add additional pages. Using the rating scale provided below for survey-style question please circle the number that best reflects your rating of the individual's performance during the time period being evaluated.

## Leadership

1 2 3 4 5 N/A  
Developing Emerging Accomplished Excels Exemplary

➤ Provides a clear sense of purpose, direction and responsibilities to team members. Circle one

1 2 3 4 5 N/A

Comments:

➤ Acts and behaves in a manner consistent with his or her statements.

1 2 3 4 5 N/A

Comments:

➤ Manages issues in an effective manner.

1 2 3 4 5 N/A

Comments:

Provide an example of how he or she positively contributes through his or her leadership.

How can the individual improve his or her leadership?

## Interpersonal Skills

1 2 3 4 5 N/A  
Developing Emerging Accomplished Excels Exemplary

➤ Shows genuine concern for all team members.

1 2 3 4 5 N/A

Comments:

➤ Perceived as trustworthy.

1 2 3 4 5 N/A

Comments:

➤ Recognizes and rewards individual contributions in a manner meaningful to each team member.

1 2 3 4 5 N/A

Comments:

How would you recommend that the individual improve his or her interpersonal and relationship-building skills?

## Communication

1 2 3 4 5 N/A  
Developing Emerging Accomplished Excels Exemplary

➤ Is open to constructive feedback.

1 2 3 4 5 N/A

Comments:

➤ Gives appropriate feedback that is timely and constructive.

1 2 3 4 5 N/A

Comments:

➤ Manages conflict effectively.

1 2 3 4 5 N/A

Comments:

How has the individual demonstrated effective communication skills?

Describe how he or she has implemented constructive feedback.

## Teamwork and Team Building

1 2 3 4 5 N/A  
Developing Emerging Accomplished Excels Exemplary

➤ Supports a team environment by valuing collaboration and cooperation.

1 2 3 4 5 N/A

Comments:

➤ Supports the organization at all levels.

1 2 3 4 5 N/A

Comments:

➤ Considers the impact of actions and decisions on the organization before implementing.

1 2 3 4 5 N/A

Comments:

How has the individual demonstrated effective communication skills?

### Problem Solving

1 2 3 4 5 N/A  
 Developing Emerging Accomplished Excels Exemplary

➤Listens actively to others' ideas and perspectives.

1 2 3 4 5 N/A

Comments:

➤Is prepared to make decisions based on relevant information.

1 2 3 4 5 N/A

Comments:

➤Is willing to change his or her position when presented with compelling information.

1 2 3 4 5 N/A

Comments:

Give an example of a time when the individual displayed exemplary problem-solving skills.

What recommendations do you have for the individual to improve his or her problem solving skills?

### Motivation

1 2 3 4 5 N/A  
 Developing Emerging Accomplished Excels Exemplary

➤Shows interest in and enthusiasm for the work to be completed.

1 2 3 4 5 N/A

Comments:

➤Uses effective strategies to motivate his or her team members.

1 2 3 4 5 N/A

Comments:

➤Rises to challenges.

1 2 3 4 5 N/A

Comments:

Give an example of a successful motivational strategy he or she used while leading the team.

Give an example of the individual's level of motivation.

### Prioritization

1 2 3 4 5 N/A  
 Developing Emerging Accomplished Excels Exemplary

➤Allots time appropriately to tasks that require attention.

1 2 3 4 5 N/A

Comments:

➤Manages time to keep high-priority tasks at the forefront.

1 2 3 4 5 N/A

Comments:

In general, does the individual prioritize action items and follow through on the priorities he or she set?

In your opinion, does he or she select the appropriate priorities?

### Reliability

1 2 3 4 5 N/A  
 Developing Emerging Accomplished Excels Exemplary

➤Sets and honors milestones and timelines.

1 2 3 4 5 N/A

Comments:

➤Uses Establishes an agenda for every meeting and effectively covers all topics in the allotted time.

1 2 3 4 5 N/A

Comments:

➤Is respectful of others' time and commitments outside of the organization.

1 2 3 4 5 N/A

Comments:

Can you depend on the individual to keep his or her commitments?

Describe how the individual demonstrates respect for others' time and commitments.