

360 – Degree Assessment Template
COMMUNICATION
Communicates clearly, concisely and in an organized manner.
Encourages the open and candid expression of ideas.
Handles conflict effectively.
Listens well in a group.
Keeps peers, subordinates and superiors appropriately informed.
Comments: Communication
EFFICIENCY / PRODUCTIVITY
Adjusts to changing work requirements.
Identifies and implements opportunities to save time, effort and money.
Manages multiple projects without a decrease in productivity or quality.
Shows resilience in the face of constraints and frustrations.
Has high performance standards and expectations.
Comments: Efficiency / Productivity
EMPLOYEE DEVELOPMENT
Identifies staff development needs.
Provides recognition.
Provides challenging assignments and opportunities for development.
Gives timely, specific feedback and effective coaching.
Provides resources as needed to assist employees in achieving their development goals.
Comments: Employee Development
INTEGRITY
Fosters an atmosphere of mutual trust and confidence.
Keeps sensitive, proprietary and personal and organizational information confidential.
Shows consistency in principles, values and behavior.
Treats others fairly and ethically.
Models principled leadership and ethical behavior.
Comments: Integrity
LEADERSHIP
Effectively communicates a shared vision of the future.
Establishes and communicates organizational values consistent with the vision.
Drives for results and success.
Has a sense of urgency, which is communicated to and influences others.
Encourages constructive dialogue and debate among staff.
Comments: Leadership