



360° Appraisal Process

MANAGERS

(Make 2 copies of each blank Appraisal Form)

As you sit with your employee, you spend only a few minutes grading the employee (A-F)
You ask the employee to grade themselves (A-F) in the same time frame.

Next, you spend only a few minutes grading yourself A-F while the Employee is also filling out a grade evaluation of you (all in the same time frame).

After each of you have completed the exercises, you compare answers and write a fluid and common document on what both of you are going to improve upon.

For Example: From this evaluation you both may agree that the employee needs more product knowledge and it will become the Manager's responsibility to see that the employee obtains the necessary training.

(At the next quarterly review, this accomplishment will have been met & be incorporated into the HR records.)

The employee may bring to your attention some shortcomings that you will need to agree to take steps to improve upon.

A copy of the employee & manager evaluations are given to HR for future reviews.

This process is called a 360° Degree Appraisal – Both Employee & Manager are being evaluated at the same time

Note: This is a quarterly Review process and supercedes all other reviews except performance or non-performance issues.



Insert Co Logo

360° APPRAISAL

PLEASE GRADE EMPLOYEE	A	B	C	D	E	F
Consistently accurate in tasks						
Produces required volume						
Meets deadlines						
Understands policies for change within the company						
Makes an effort to expand job proficiency & knowledge						
Understands the importance of profitability						
Projects a professional image						
Takes any complaints to proper management personnel						
Offers new & creative ideas for improvement in the team						
Demonstrates ability to follow-through						
Demonstrates ability to set priorities						
Communicates well (written & orally) with other team members						
Answers phone calls & Emails with minimum delay						
Listens well						
Responds without procrastinating						
Demonstrates an excellent attitude						
Is unafraid to ask questions						
Is never "too busy" to answer questions						
Offers criticism constructively						
Accepts criticism constructively						
Is organized and efficient						
Controls cost, expenses, inventory, waste						
Is a self-starter						
Shows motivation						
Takes on added assignments						
Is regular in attendance						
Shows up on time for work & meetings						
Is available for overtime						
Demonstrates ability to fight fires & control stress						
Is loyal to company						
Is honest with others						



Insert Co. Logo

360° APPRAISAL

PLEASE GRADE MANAGER	A	B	C	D	E	F
Supervises others well						
Effectively delegates						
Effectively follows-through & meets deadlines						
Gives complete and proper instructions when delegating work						
Demonstrates an interest in training & upgrading self						
Demonstrates an interest in training & upgrading others						
Projects a professional image						
Sets appropriate example with his/her conduct						
Offers new & creative ideas for improvement in the team						
Sets appropriate example with his/her performance						
Demonstrates ability to set priorities for team						
Communicates well (written & orally) with others						
Provides motivation & enthusiasm to others						
Listens well						
Makes decisions easily						
Handles problems & pressures well						
Is interested in your needs						
Is interested in the Client's needs						
Offers criticism constructively						
Accepts criticism constructively						
Is able to deal with conflict easily						
Controls cost, expenses, inventory, waste						
Shows dedication to the company						
Is honest in dealing with others						
Takes on added assignments						
Shows up on time for meetings						
Shows respect to all on the team						
Discusses personal issues in private						
Is organized & efficient						