# 360 Degree Feedback Survey

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employee being evaluated: | |  | | Date: |  |
| Department: |  | | Date of hire: | |  |

## Please check the box for each attribute the above named individual possesses:

## Personal Attributes:

|  |  |
| --- | --- |
| Manages resources well |  |
| Does not waste time, is efficient in performing daily duties |  |
| Communicates expectations clearly |  |
| Is a leader |  |
| Is trustworthy |  |
| Treats others with respect |  |
| Sets the example for other team members to follow |  |
| Does not engage in office politics or form cliques with other workers |  |
| Accepts responsibility when situations call for doing so |  |
| Others are willing to confide in this team leader |  |
| Does not engage in gossip or malicious slander of others |  |
| Will not ask others to do something they are not willing to do themselves |  |
| Sets the tone for a positive and healthy work environment by avoiding biases and preventing sexual harassment whenever possible |  |

## Employee Attributes

|  |  |
| --- | --- |
| Understands the job well |  |
| Performs quality work |  |
| Has a personal interest in the company’s success or failure |  |
| Obeys all company policies and procedures |  |
| Is prompt in attendance |  |
| Works hard and does not take shortcuts in order to get the job done |  |
| Is able to answer questions about new procedures or company policy, and gives reliable information when asked |  |
| Has patience whenever others make mistakes |  |
| Is able to make decisions that will benefit the company first rather than his own agenda |  |
| Meets goals for production and quality on a regular basis |  |
| Keeps safety in mind and does not perform acts that might injure him or others |  |
| Looks for new ways to improve efficiency or help save the company money without sacrificing quality in the process |  |
| Is someone that others look to when trying to solve problems |  |
| Has a strong understanding of company policies and procedures |  |
| Is not afraid to ask questions of upper management whenever something is unclear |  |
| Supports subordinates whenever they are doing the right thing |  |

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