

Here is a 360-degree Feedback template that you can use to ask someone about the performance of a coworker. These examples of best practices can help you start your survey or compare it to what you are already doing.

Each part of the template concentrates on a different skill: in this case, communication, having a strategic mind, making decisions, and leading the team.

Hello (Evaluator Name),

In this 360-degree survey, you've been asked to share your thoughts as an employee (Subject Name).

Here are some important leadership lessons that can help (Subject Name) grow.

Please give your feedback in private by answering the questions below:

### **360-degree questionnaire**

Please rate your satisfaction with how the leader

Rating Scale:

1. Highly Dissatisfied
2. Dissatisfied
3. Neither Satisfied Nor Dissatisfied
4. Satisfied
5. Highly Satisfied

Demonstrating Integrity (Communication)

1. Demonstrates honest, ethical behavior in all interactions.

Encouraging Constructive Dialogue (Communication)

2. Asks people what he/she can do to improve.

Creating a Shared Vision (Communication)

3. Creates and communicates a clear vision for our organization.

Developing People (Engaging People)

4. Consistently treats people with respect and dignity.

Building Partnerships (Engaging People)

5. Treats co-workers as partners, not competitors.

Sharing Leadership (Engaging People)

6. Willingly shares leadership with business partners.

Empowering People (Boundaryless Inclusion)

7. Builds people's confidence.

Thinking Globally (Boundary-less Inclusion)

8. Recognizes the impact of globalization on the business.

Appreciating Diversity (Boundary-less Inclusion)

9. Embraces the value of diversity in people (including culture, ethnicity, gender, generational, personality and thinking styles).

Developing Technological Savvy (Assure Success)

10. Strives to acquire the technological knowledge needed to succeed in tomorrow's world.

Ensuring Customer Satisfaction (Assure Success)

Note: Customers are defined as the people who use the products/services provided by you or your organization. A customer may be either someone inside or outside your organization.

10. Inspires people to achieve high levels of customer satisfaction.

Maintaining a Competitive Advantage (Assure Success)

11. Communicates a positive, can-do sense of urgency toward getting the job done.

Achieving Personal Mastery (Continuous Change)

12. Deeply understands own strengths and weaknesses.

Anticipating Opportunities (Continuous Change)

13. Invests in learning about future trends.

Leading Change (Continuous Change)

14. Sees change as an opportunity, not a problem.

Written Comments

C1. What does the leader do that you find particularly effective? (Please list two or three specific items.)

C2. What specific suggestions would you have on how the leader could become even more effective? (Please list two or three specific items.)