

# 360 DEGREE FEEDBACK REPORT

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*Meghana Naidu Mekala*

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Data Visualization Associate Virtual Internship

22nd April 2025



## 360-Degree Evaluation Report

**22nd April 2025**

**meghananaidumekala@gmail.com**

**Internship Start Date:** 3rd March 2025

**Internship End Date:** 3rd April 2025

**Internship Role:** Data Visualization Associate Intern

**Dear Meghana Naidu Mekala,**

This report is a summary of your performance during your virtual internship, prepared using your self-reflection and feedback received from your manager and peers. It provides insights into key areas where you were evaluated, helping you assess your progress throughout the internship. We hope this feedback enables you to reflect on your experience, recognize your strengths, and identify areas for improvement.

Based on the 360-degree evaluation process, the average percentages you received are as follows:

Self-evaluation Percentage	87%
Peer Evaluation Percentage	81%
Manager Evaluation Percentage	20%
<b>Overall Percentage</b>	<b>63%</b>

### **Index for Performance Ratings:**

This table outlines the rating scale used to evaluate performance, ranging from Poor Performance to Excellent Performance. Each star category represents a level of performance, helping to standardize evaluations across the feedback process.

### INDEX

Rating	Star Category
★☆☆☆☆	Poor Performance
★★☆☆☆	Below Expectations
★★★☆☆	Satisfactory Performance
★★★★☆	Good Performance
★★★★★	Excellent Performance

Here is the feedback on some of the core areas that you were evaluated in:

Parameter	Rating	Feedback
<b>Mutual Respect &amp; creating Safe space</b>	★★★★☆	You respect others' ideas and help maintain a safe space for open conversations. Continue to promote open dialogue and emphasize the importance of respect.
<b>Ownership</b>	★★★★☆	You usually take ownership of your tasks and do them well. Keep this up by thinking ahead about possible challenges and planning how to handle them.
<b>Communication and Relationship Building</b>	★★★★☆	You are fairly good at communicating but could be more involved in team activities. Ask for feedback on how you communicate and join more team events to strengthen relationships.
<b>Bringing your Brain to Work</b>	★★★★☆	You consistently offer valuable ideas that benefit the team. Your creative thinking helps solve problems, and you should continue sharing your strategies to help the team grow.
<b>Time Management</b>	★★★★☆	You manage time fairly well but could be more efficient. Review and adjust your time management methods regularly, and break tasks into smaller steps to stay on target.
<b>Quality of Work</b>	★★★★☆	You rarely made errors, demonstrating good attention to detail. You provided work that met expectations with a high level of accuracy.

### Personal Development:

Based on your ratings, below is your personalized development plan. It is recommended that you discuss these inputs with your manager or coach and chart out your developmental journey.

- **Mutual Respect & Creating Safe Space:** Continue to practice active listening and respect in conversations. Set personal goals to enhance openness and inclusivity in your interactions and regularly review how well you're meeting these goals.
- **Ownership:** Continue to show ownership in your work but look for more opportunities to lead by example. Set goals to handle challenges independently and take accountability for both successes and setbacks.
- **Communication and Relationship Building:** You communicate well but should focus on deepening your relationships. Set goals to engage more meaningfully in conversations and enhance your connection-building efforts.
- **Bringing your Brain to Work:** You are doing well by bringing thoughtful contributions to your work. Keep maintaining this consistency by setting SMART goals to stay focused and look for areas where you can bring even more value to the team's progress.
- **Time Management:** You manage time reasonably well, but there's room for better optimization. Consider setting specific time slots for focused work and routine tasks to avoid multitasking. Evaluate your productivity regularly and adjust your schedule to ensure you're working on high-priority tasks.
- **Quality of Work:** Great job maintaining accuracy and attention to detail! Keep up the consistency by refining your review process and continuing to deliver high-quality work.

By focusing on these areas, you can continue to grow and excel in your role. This internship evaluation report is an objective assessment based on established rubrics, providing scores and feedback to evaluate the intern's professional development during the internship period. The scores and feedback aim to offer constructive insights into the intern's performance. It is not intended to inflict personal harm, but rather to encourage growth and improvement. Please note that Excelerate does not assume liability for decisions or actions taken based on this evaluation. Before relying on this report, it is advised to contact us for clarification or additional information at [talent.discovery@4excelerate.org](mailto:talent.discovery@4excelerate.org).

