****360 Performance Evaluation: Peer Evaluation

This form is used by an employee to evaluate a peer using the same criteria as their peer’s supervisor.

**Instructions to peer reviewer: Complete this form, save it as a PDF with the title “Peer Review of [Employee Name],” and email it to that employee’s supervisor. If you are unsure who the employee’s supervisor is, please contact HR and request that information.**

Peer Name (Evaluator):

Employee Name (Evaluated):

Evaluation Period:

Date Form Completed:

**Please describe the project(s) you collaborated on with the employee under review:**

**Please indicate the degree to which you agree or disagree with the following statements.**

1. The employee communicated efficiently, practiced low-context communication, clearly conveyed their meaning and included pertinent material.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

1. The employee communicated respectfully and kindly, and made me feel included and heard.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

1. The employee completed tasks they were assigned on time and produced a high-quality work product.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

1. The employee helped me complete my tasks, provided mentorship, and/or guidance.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

1. The employee appropriately deferred to my judgment on matters in my area of expertise.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

1. I enjoyed working with this employee, and look forward to working with them again.

Strongly Agree  Agree  Disagree  Strongly Disagree  NA

**Additional comments from peer reviewer.**