

# 360 Review Template

Save time on HR admin

Try Charlie for free

## How to use this template

Pick 4-5 questions for every person you're asking feedback to.

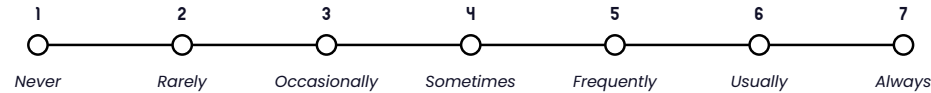
Ensure a combination of open and closed questions so you can gather both quantitative and qualitative data.

Include the Likert Scale rating definitions to assist your reviewer.

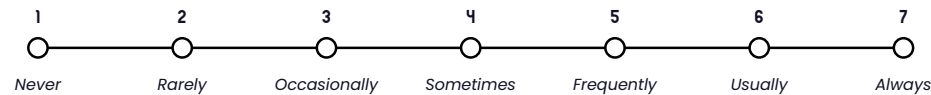
## Questions (pick up to 5, and a mix of qualitative and quantitative)

### 1. Character/Attitude

Can I receive feedback well and put it into practice? (Give an example to explain your score)



Do I collaborate effectively as part of a team? (Give an example to explain your score)



Do I reflect the company values?

Date of feedback: .....

Peer receiving feedback: .....  
(name, role, department)

Peer giving feedback: .....  
(name, role, department)

Do I have a positive attitude?

## 2. Strengths

What is something I'm doing really well at the moment, that I should continue to do?

In your opinion, what's my superpower?

What sets me apart from others on the team?

## 3. Interpersonal skills/relationships

Do I work well with others to get things done?

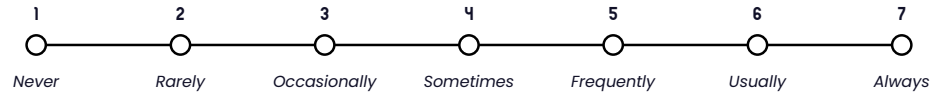
Do I help create a collaborative culture?

Can I recognise (and manage) the effects of personal stress and the stress of others?

Do I show compassion, empathy and respect to my peers?

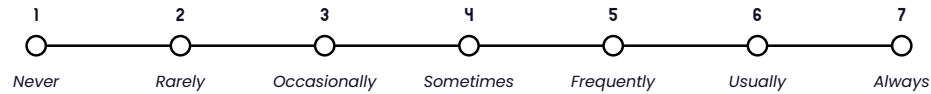
### 4. Business impact

Do I meet deadlines and work in an efficient manner? (Give an example to explain your score)



Do I effectively problem-solve in the face of potential issues?

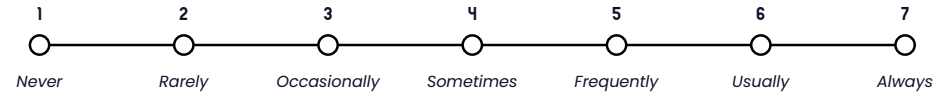
(Give an example to explain your score)



Where could I have made more of an impact?

What is something that I do well as a manager?

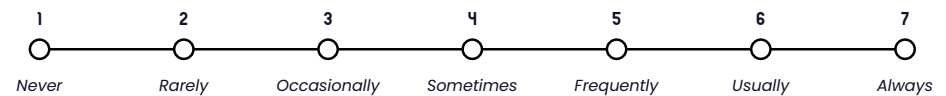
Am I responsive to your needs and questions? (Give an example to explain your score)



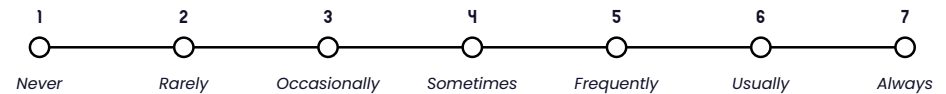
### 5. Motivation/Leadership

Do I communicate ideas and decisions clearly with other team members?

(Give an example to explain your score)



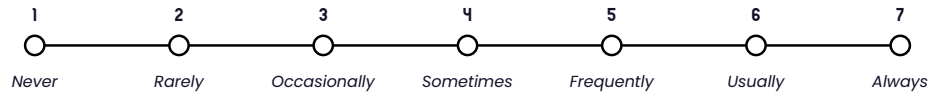
Do I give effective feedback? (Give an example to explain your score)



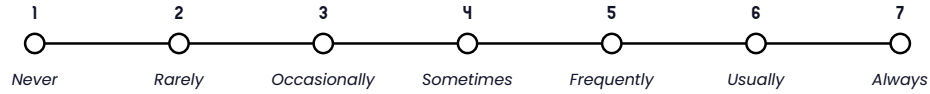
Have I shown initiative to take the lead on team projects or assignments?

### 6. Resilience

Do I learn quickly from failure? (Give an example to explain your score)



Am I someone you can trust in a crisis? (Give an example to explain your score)

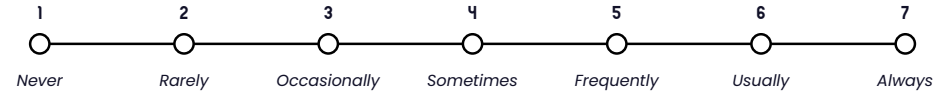


How do I cope with pressure?

### 7. Development areas

Are there skills you think I could be stronger at?

Do I ask for more information if I don't understand something?  
(Give an example to explain your score)



What is the one thing you think I could improve that will supercharge my ability to do my job?

Is there anything in the way I work that's causing frustration or delays?

# Other feedback

# Next steps

List 3 ways you (peer receiving feedback) will action this feedback in the next 3 months:

## Automate your 360-degree reviews

Charlie removes the need to supervise 360 reviews because the process runs itself. The system sends automatic reminders to ensure no one misses a feedback request, with all feedback data stored in one place to access whenever you need.



Try for free

Reviewed and signed off:

.....

Date of next 360 review:

.....