**Instructions**

You have been selected to complete 360 Feedback for a colleague! Please answer the questions in the table below. The last question is optional and provides the opportunity to share additional comments.

Please try to focus on 1 – 2 high-level themes you’ve observed with this employee and provide examples for each. Think about both their behaviors (commitments) and the job they do. Please refer to [job aid](http://www.odandl.org/content/resources/performancemgmt/360%20Feedback%20Philosophy%20Expectations%20and%20FAQs.pdf) for context regarding what 360 Feedback is and is not, examples, best practices and FAQ’s.

Once completed, **please return the form to the employee’s leader – not to the employee.** Your feedback will be shared anonymously with the employee.

1. Name of person completing this form

Click or tap here to enter text.

1. Employee’s name

Click or tap here to enter text.

|  |  |
| --- | --- |
|  | Comments (Please include examples) |
| Please detail this employee’s greatest strengths from your perspective.  *Option*: Consider using [the Fairview Commitments](https://odandl.org/wp-content/uploads/2018/01/Fairview-Commitments-1.pdf) to connect examples to our behaviors. |  |
| Please detail areas of opportunity for this employee from your perspective.  *Option*: Consider using [the Fairview Commitments](https://odandl.org/wp-content/uploads/2018/01/Fairview-Commitments-1.pdf) to connect examples to our behaviors. |  |
| Is there anything else you would like to add about your experience working with this employee? |  |



**Thank you for taking the time to share your feedback!**