

As a part of the performance review process, we are doing a 360 degree review to evaluate the performance of your peers based on your ratings with respect to their day-to-day interaction with you at work. You have been selected to review the employee mentioned below.

You are requested to answer the questions clearly and truthfully. Your participation in this review process will be kept confidential, and your ratings will be aggregated with that of the other participants. Thank you for your participation

Review for			
Name	Designation	Employee ID	Team

Other details about the review			
Manager's Name	Employee ID	Date	Date last reviewed

Your ratings and the meaning for those corresponding values are as follows:

<ul style="list-style-type: none"> 1 - Strongly Agree 2 - Agree 3 - Sometimes Agree 4 - Disagree 5 - Strongly Disagree 	<p>NA - Not Applicable (when you don't have first hand knowledge about the person regarding the question)</p>
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Mark the number that corresponds to the description of the employee reviewed from your perspective, for every item.

1	Follows company's rules and regulations and procedures	1	2	3	4	5	NA
2	Aligned to and works in line with the vision, mission and core values of the company	1	2	3	4	5	NA
3	Makes a good impression of the company on the customers, clients and vendors	1	2	3	4	5	NA
4	Shows respect to others and communicates professionally with colleagues	1	2	3	4	5	NA
5	Is customer-centric in communication with others	1	2	3	4	5	NA
6	Communicates precisely and gets what is needed	1	2	3	4	5	NA
7	Has good work ethics	1	2	3	4	5	NA
8	Helps colleagues whenever needed	1	2	3	4	5	NA
9	Is a person whom you would ask for help and advice	1	2	3	4	5	NA
10	Listens to colleagues and accepts others' ideas	1	2	3	4	5	NA
11	Follows timelines rigorously and does the tasks thoroughly	1	2	3	4	5	NA
12	Takes responsibility for his/her own actions	1	2	3	4	5	NA
13	Takes ownership of tasks and leads everyone	1	2	3	4	5	NA
14	Learns new skills, attends trainings and updates himself/herself to grow as a professional	1	2	3	4	5	NA
15	Has good leadership qualities	1	2	3	4	5	NA