



# 360 Degree Review

Associate Under Review: \_\_\_\_\_

Evaluator: \_\_\_\_\_

## HOW TO USE THIS 360 DEGREE REVIEW

Use this tool to provide honest, constructive feedback based on your experience working with this employee. Select the rating that best reflects their typical performance and include specific examples when possible.

If you rate any area as “poor” or “below average,” please explain why and offer suggestions for improvement.

Focus on behaviors and actions, be fair and respectful, and use this as an opportunity to recognize strengths and support growth.

1. **Productivity** – works diligently in a fast-paced environment and consistently meets specified production goals.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

2. **Interpersonal Relations** – shows consideration and understanding to the needs and concerns of others.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

3. **Role Model** – helps develop and mentor other associates (both colleagues and junior associates) and acts in a way that others strive to emulate.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

4. **Communication Skills** – demonstrates effective listening skills. Communicates effectively and consistently with coworkers about important issues.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

5. **Service Mindset** – demonstrates high-quality and exceptional customer service skills.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

6. **Flexibility** – shows the ability to change and adapt to the evolving needs of the branch environment.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

7. **Overall Work Ethic** – exhibits consistent excellence in job responsibilities and shows a willingness to go beyond “normal” expectations and hours when needed.

Poor          Below Average          Average          Above Average          Outstanding

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**Explanation:** If any of the above points received a “poor” or “below average” rating, please explain in detail why and offer suggestions on how improvements can be made.

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**General Comments:** Please offer any other comments or suggestions that could be helpful.

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