

# Employee 360-Degree Performance Evaluation Form

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**Form ID:** HR-360-2012-01

**Employee Name:** Gobin D. Torin

**Employee ID:** EMP-01234

**Job Title:** Production Supervisor

**Department:** Operations

**Evaluation Period:** Jan 2012 – Jun 2012

**Reviewer Group:** Peers, Subordinates, Manager, Self, Customers (if applicable)

**Date of Review:** July 15, 2012

## Summary

**Employee Strengths:** Leadership, Collaboration, Reliability, Compliance

**Improvement Areas:** Conflict resolution, faster decision-making, proactive innovation

**Overall Rating:** 4.5 / 5

**Performance Category:** Exceeds Expectations

**Recommendation:** Eligible for Promotion & Leadership Development Program

## Evaluation

Sr. No.	Evaluation Area	Criteria	Rating Scale (1-5)	Reviewer Comments	Employee Self-Assessment	Manager Final Notes
1	Leadership & People Management	Ability to lead, delegate, motivate, conflict resolution	4.5	"Shows strong leadership; respected by team."	"I ensure fair delegation and motivate through recognition."	"Demonstrates growth, can improve on conflict resolution."
2	Communication Skills	Clarity, active listening, responsiveness	4.2	"Communicates effectively, clear instructions."	"Always open to feedback and keep communication transparent."	"Effective communicator, should engage more in cross-team discussions."
3	Team Collaboration	Teamwork, respect, supportiveness	4.8	"Highly collaborative, supports colleagues."	"I believe in team success over individual success."	"Excellent collaboration; model for others."
4	Work Quality & Productivity	Accuracy, timeliness, innovation	4.6	"Maintains high quality, minimal errors."	"I consistently meet deadlines and improve processes."	"Strong performer, needs to delegate more to reduce workload stress."
5	Problem-Solving & Decision Making	Analytical ability, risk management	4.3	"Good judgment, data-driven."	"I approach issues with structured analysis."	"Effective decisions, encourage faster turnaround on urgent cases."
6	Customer Orientation	Internal & external service focus	4.1	"Customer complaints handled quickly."	"Always ensure client satisfaction."	"Strong client focus; can enhance proactive service strategies."
7	Innovation & Adaptability	Embracing change, creativity	4.4	"Suggests useful process improvements."	"Adapt well to new systems and workflows."	"Very adaptable, can focus more on cross-department innovation."
8	Compliance & Ethics	Adherence to company policies, ethical conduct	5	"Always compliant with company and OSHA standards."	"I uphold compliance in all activities."	"Exemplary ethics and compliance."
9	Attendance & Reliability	Punctuality, dependability	4.7	"Rarely absent, highly dependable."	"I value discipline and commitment."	"Reliable performer."
10	Overall Performance	Holistic assessment	4.5	"Highly respected and impactful employee."	"Consistently strive for excellence."	"Top performer; recommended for leadership development program."

**The evaluation system aligns with:** (1) EEOC (Equal Employment Opportunity Commission) Guidelines (2) FLSA (Fair Labor Standards Act, 29 U.S.C. §201) (3) ADA (Americans with Disabilities Act) (4) OSHA (Occupational Safety and Health Administration) (5) DOL (U.S. Department of Labor) (6) SHRM (Society for Human Resource Management) Standards (7) ISO 9001:2015 (Quality Management) (8) Confidentiality & Data Privacy – Following GDPR (if international staff) and U.S. Privacy Laws (CCPA, HIPAA if applicable) for secure handling of evaluation data.