



360-Degree Feedback Template

HashMicro HR | Multi-Source Feedback & Development Summary

Employee & Review Details

Employee Name	[Full name]	Position Title	[Job title]
Department	[Department]	Review Period	[DD/MM/YYYY to DD/MM/YYYY]
HR Coordinator	[Name]	Review Date	[DD/MM/YYYY]

All peer and direct-report feedback is anonymised. Minimum 3 respondents per category recommended.

Manager Feedback

Competency / Question	Rating (1-5)	Written Comment
[Communication & clarity]	[1-5]	[Comment]
[Collaboration & teamwork]	[1-5]	[Comment]
[Problem-solving & initiative]	[1-5]	[Comment]
[Leadership / support of others]	[1-5]	[Comment]

Peer Feedback (Anonymised)

Competency / Question	Rating (1-5)	Written Comment
[Communication & clarity]	[1-5]	[Comment]
[Collaboration & teamwork]	[1-5]	[Comment]
[Problem-solving & initiative]	[1-5]	[Comment]
[Leadership / support of others]	[1-5]	[Comment]

Direct Report Feedback (Anonymised)

Competency / Question	Rating (1-5)	Written Comment
[Communication & clarity]	[1-5]	[Comment]
[Collaboration & teamwork]	[1-5]	[Comment]
[Problem-solving & initiative]	[1-5]	[Comment]
[Leadership / support of others]	[1-5]	[Comment]

External Stakeholder Feedback (if applicable)

Competency / Question	Rating (1-5)	Written Comment
[Communication & clarity]	[1-5]	[Comment]
[Collaboration & teamwork]	[1-5]	[Comment]
[Problem-solving & initiative]	[1-5]	[Comment]
[Leadership / support of others]	[1-5]	[Comment]

Development Summary

Top Strengths Identified	[Summary from all feedback sources]	Key Development Areas	[Summary from all feedback sources]
Recommended Development Action	Priority	Timeline	Owner
[Training / coaching / stretch assignment]	[High / Med / Low]	[DD/MM/YYYY]	[Name]
[Training / coaching / stretch assignment]	[High / Med / Low]	[DD/MM/YYYY]	[Name]

 [Training / coaching / stretch assignment]	[High / Med / Low]	[DD/MM/YYYY]	[Name]
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Signatures

Manager Name & Signature	[Signature]	[Date]
Employee Name & Signature	[Signature]	[Date]
HR Representative (optional)	[Signature]	[Date]