



360-DEGREE PERFORMANCE MANAGEMENT PLAN TEMPLATE

Section 1: Individual Details

Employee Name	
Position	
Department	
Review Period	
Review Date	

Section 2: Feedback Reviewers

Reviewer Name	Position/ Relationship to Employee	Role (Self, Peer, Manager, Direct Report)

Section 3: Performance Areas

Please rate the employee on the following performance areas using the scale provided:

- **1** = Needs Significant Improvement
- **2** = Below Expectations
- **3** = Meets Expectations
- **4** = Exceeds Expectations
- **5** = Outstanding



Provide detailed comments wherever possible to help clarify and support your rating.

Performance Area	Rating (1-5)	Comments/Examples
Communication Skills		
Leadership and Management		
Collaboration and Teamwork		
Problem-Solving and Innovation		
Adaptability and Flexibility		
Quality of Work		
Time Management		
Client/Customer Service		
Ethics and Integrity		
Overall Performance		



Section 4: Strengths and Areas for Development

Identified Strengths	Areas for Improvement/Development

Section 5: Development Goals

Based on the feedback received, outline specific and measurable development goals for the individual. Ensure that these goals are aligned with both personal growth and the organisation's strategic objectives.

Development Goal	Action Plan/Strategy	Target Date	Support Required



Section 6: Reviewer Signatures

All reviewers are requested to sign and date the form to acknowledge their participation and agreement with the feedback provided.

Reviewer Name	Signature	Date

Section 7: Employee Acknowledgement

By signing this form, the employee acknowledges the feedback provided and agrees to the development goals outlined. This does not necessarily indicate agreement with all feedback but recognises the completion of the review process.

Employee Name	Signature	Date



Usage Instructions for 360-Degree Performance Management Plan Template

1. Preparation:

- Identify and select relevant reviewers for the 360-degree feedback process. Reviewers should include the individual being assessed (self-assessment), their manager, peers, and, if applicable, direct reports.
- Inform all participants about the purpose of the review and encourage honest, objective, and constructive feedback.

2. Filling Out the Form:

- **Section 1: Individual Details** – Complete the basic information about the individual being reviewed, including their name, position, department, review period, and the date of the review.
- **Section 2: Feedback Reviewers** – List the names, positions, and their relationship to the employee for all individuals providing feedback.
- **Section 3: Performance Areas** – Each reviewer rates the individual on various performance areas using a scale from 1 (Needs Significant Improvement) to 5 (Outstanding). Detailed comments or examples should be provided to support each rating, offering specific insights into observed behaviours and performance.
- **Section 4: Strengths and Areas for Development** – Summarise the key strengths and areas for improvement identified through the ratings and comments. This section helps in highlighting core competencies and pinpointing developmental needs.
- **Section 5: Development Goals** – Based on the feedback, outline specific and measurable development goals. Include an action plan or strategy to achieve these goals, a target date for completion, and any support or resources required to facilitate development.
- **Section 6: Reviewer Signatures** – Each reviewer should sign and date the form to acknowledge their participation in the feedback process.
- **Section 7: Employee Acknowledgement** – The employee should review the feedback, discuss it with their manager, and sign the form to acknowledge the completion of the review process.

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3. Conducting the Review:

- Review the feedback with the individual in a private and supportive setting, allowing for open discussion about the ratings, comments, and development goals.
- Use the feedback as a basis for a constructive conversation, focusing on both accomplishments and areas for growth.
- Collaboratively set actionable and realistic development goals that are aligned with the individual's career aspirations and the organisation's objectives.

4. Post-Review Actions:

- Ensure that the development goals are documented and followed up with regular check-ins to monitor progress.
- Provide the necessary support and resources to assist the individual in achieving their development goals.
- Use the feedback to inform future performance reviews, professional development opportunities, and succession planning.

Important Considerations

- **Confidentiality:** Ensure that all feedback is collected and shared in a confidential manner to protect the integrity of the process and encourage honest and open communication.
- **Constructive Feedback:** Encourage reviewers to provide balanced feedback, focusing on constructive criticism that is specific and actionable.
- **Follow-Up:** The feedback process should be part of an ongoing performance management cycle, with regular follow-up and support to help the individual achieve their development goals.