

Performance Evaluation: Peer Feedback

Used for Professional Staff

Instructions

Employing department: This form is intended to support the performance review process by collecting feedback from individuals within your department who interact with your employee who is undergoing the performance review process.

Peer evaluators: Please complete this form as part of our unit's performance review process for the employee indicated below. Your participation will contribute to the performance feedback provided to this employee. Please return the completed form (either as an email attachment or by campus mail) to the employing department. If you have questions or will not be able to return the form within a week of receiving it, please contact the evaluator.

Employee Information

1. Employee name:
2. Position title:
3. Department:
4. Review period:
5. Department mailing address:

Peer (Evaluator) Information

1. Evaluator name:
2. Position title:
3. Department:
4. My feedback may be shared with the named employee: Yes No

Peer Feedback

1. Indicate the frequency of your interactions with this employee:
 - Daily
 - Weekly
 - Monthly
2. Briefly describe the nature of your interactions with this employee:
3. Communication: How well does this person listen? How well does this person provide information clearly and understandably, orally and in writing?
 - Communication skills are exemplary and a model for others to follow.
 - Communication skills fully met my expectations.
 - There are opportunities to improve communication skills.
 - I do not have sufficient information to evaluate this area
4. Client/Customer service: How responsive is this person to client/customer service needs? How effectively does this person anticipate customer needs based on experience?
 - Customer service skills are exemplary and a model for others to follow.
 - Customer service skills fully meet my expectations.
 - There are opportunities to improve customer service skills.
 - I do not have sufficient information to evaluate this area.
5. Interpersonal skills: How well does this person interact with others who have different communication styles?
 - Interpersonal skills are exemplary and a model for others to follow.
 - Effectively interacts with others and fully meets my expectations.
 - There are opportunities to improve interpersonal skills.
 - I do not have sufficient information to evaluate this area.
6. Responsiveness and cooperation: How does this person respond to task assignments or work requests? How well do they track commitments and fulfill them?

- Responsiveness and cooperation are exemplary and a model for others to follow.
 - Responsiveness and cooperation fully meet my expectations.
 - There are opportunities to improve skills in this area.
 - I do not have sufficient information to evaluate this area.
7. Job Knowledge: How strong is this person's knowledge of their area of specialty?
- Job knowledge is exemplary and is a model for others to follow.
 - Job knowledge fully meets my expectations.
 - There are opportunities to improve job knowledge.
 - I do not have sufficient information to evaluate this area.
8. Team participation and contribution: How well does this person work as a member of a team to achieve the team's goals and commitments? How well does this person take on team assignments and complete them by the agreed upon deadlines? How well does this person keep team leaders and others informed of events or conditions that could affect the team's ability to meet its objectives?
- Team participation and contribution skills are exemplary and a model for others to follow.
 - Team participation and contribution skills fully met my expectations.
 - There are opportunities to improve team participation and contribution skills.
 - I do not have sufficient information to evaluate this area.
9. Conflict management & resolution: How well does this person manage situations where there may be conflicting positions, viewpoints, or courses of action that need to be resolved?
- Conflict management and resolution skills are exemplary and a model for others to follow.
 - Effectively handles conflict in a way that fully meets my expectations.
 - There are opportunities to improve conflict management and resolution skills.
 - I do not have sufficient information to evaluate this area.
10. Problem solving: How well does this person evaluate complex information, identify key issues that need to be addressed, and develop courses of action that effectively address the issue at hand?
- Problem-solving skills are exemplary and a model for others to follow.

- Effectively solves problems in a manner that fully meets my expectations.
- There are opportunities to improve problem-solving skills.
- I do not have sufficient information to evaluate this area.

11. Additional comments: