THIS IS AN EXAMPLE REVIEW

Peer Review

Hello! Use the form below for your review.

Execution

Please rate the evaluatee’s execution during the eval period.

Work Done on Time*

Does this person deliver results when promised/expected?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Extra Effort*

When necessary, does this person put in additional effort to ensure that high quality work is delivered on time?

- Far exceeds expectations
- Exceeds expectations
- Meets expectations
- Below expectations
- Far below expectations

Getting Things Done*

Does this person find creative ways around any obstacles preventing them from delivering on promises?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Additional Feedback/Comments

Provide any additional comments or feedback to support your answers above
Communication

Please rate the evaluatee's communication during the eval period.

Timely Communication*
Responds to emails/code reviews/documents in reasonable time

- Always
- Mostly
- Sometimes
- Rarely
- Never

Concise Communication*
Written communication (emails/docs/etc) is clear, succinct, and easy to understand

- Far above average
- Above average
- Average
- Below average
- Far below average

Effective Meeting Contributor*
Focused in meetings; makes useful, relevant points in discussion

- Far above average
- Above average
- Average
- Below average
- Far below average

Additional Feedback/Comments
Provide any additional comments or feedback to support your answers above
Problem Solving

Rate this persons problem solving ability

Overall Problem Solving*
How effective is this person at solving complex problems?

- Far exceeds expectations
- Exceeds expectations
- Meets expectations
- Below expectations
- Far below expectations

Understanding Complex Problems*
Is this person able to rapidly break down and understand complex problems?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Creativity*
Do they come up with creative solutions to problems?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Seeking Assistance*
When necessary, do they seek out assistance from others to fast-track problem solving?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Additional Feedback/Comments
Provide any additional comments to support your answers above
Goal Setting

Rate how well you think this person set, communicated and worked to achieve goals during the period

Goal Setting*
Does this person set and communicate clear goals?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Achieving Goals*
Does this person do every possible to achieve their goals?

- Far exceeds expectations
- Exceeds expectations
- Meets expectations
- Below expectations
- Far below expectations

Goal Alignment*
Does this person ensure that their goals are well aligned with overall team and company goals?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Helping Others*
When possible, does this person help others achieve their goals?

- Always
- Mostly
Time Management

Evaluate how well you think this person manages their time at work.

Overall Time Management*
How effectively does this person manage their time at work?

- Far exceeds expectations
- Exceeds expectations
- Meets expectations
- Below expectations
- Far below expectations

Prioritization*
Does this person effectively prioritize work such that more important tasks are tackled first?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Planning Work*
Does this person develop realistic schedules and keep to them when possible?

- Far above average
- Above average
- Average
- Below average
- Far below average

Comments
Include any additional comments to support your answers above
Proactive Communication*
Does this person set clear expectations for when work will be delivered and proactively communicate when delays are likely?

- Always
- Mostly
- Sometimes
- Rarely
- Never

Additional Feedback/Comments*
Provide any additional comments or feedback to support your answers above

Team Work

How well does this person perform as part of a team?

Team Player*
How well does this person work as part of a team?

- Far exceeds expectations
- Exceeds expectations
- Meets expectations
- Below expectations
- Far below expectations

Participation*
Is a key contributor to their team’s success

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Positive Attitude*
Friendly/positive attitude, plays nice with others, pleasant impact on team environment

- Always
Helpful*
Helps peers/coworkers when asked

Always
Mostly
Sometimes
Rarely
Never

Team Work Explanation
Please explain your ratings of the evaluatee's team work

Key Accomplishments

Key Accomplishments*
List this person's key accomplishments during the review period

Performance Summary

A summary of the evaluatee's overall performance during the evaluation period

Overall Performance Rating*
Rate evaluatee's overall performance during the evaluation period

Far exceeds expectations
Exceeds expectations
Meets expectations
○ Below expectations
○ Far below expectations

Additional Feedback/Comments
Provide any additional comments or feedback to support your answers above

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