

## 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

- Sometimes
- Rarely
- Never

#### Comments

Include any additional comments to support your answers above

## 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

### 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

- Mostly
- Sometimes
- Rarely
- Never

#### Helpful\*

Helps peers/colleagues 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