

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Performance Management Feedback Form For Colleagues or Co-workers

This form is an optional tool for managers to use to gather feedback on the members within their team. The feedback gathered through this form is one component of the performance management process.

The following statements describe behaviors that contribute to effective teams. As a colleague or co-worker of this employee, please indicate the frequency he/she has demonstrated these behaviors during the last year.

Give specific examples when you can. Return the completed form to the employee's manager or designate.

	<b>Seldom</b>	<b>About half the time</b>	<b>Most of the time</b>	<b>All of the time</b>
1. Team member shares information and ideas clearly and listens for understanding to promote productive work relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
2. Team member can be relied on by those with whom he/she works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
3. Team member fosters collaboration and exchanges ideas with others to achieve common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
4. Team member has current information and knowledge of his/her field of expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
5. Team member exercises high level of professional judgment in applying his/her skills and knowledge to work problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
6. Team member formulates and asks effective questions which help him/her clearly understand the situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				
7. Team member is able to work effectively with other people who have different perspectives or opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example:				

Additional Comments: