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|  | **360** | | **EMPLOYEE EVALUATION** | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date | | | | | |  | Employee Name | | | |  |
|  | **20/04/2023** | | | | | |  | **Johnathan Edwards** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Reviewer | | | | | |  | Position | | | |  |
|  | **Serena Jolly** | | | | | |  | **IT Manager** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **RESPONSIBILITIES** | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | • PC network administration | | | | | |  | • Change request processing | | | |  |
|  | • Handhelds platform software updates | | | | | |  | • IT sector managing | | | |  |
|  | • Supplies management | | | | | |  | • Plans for improvement generation | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **SKILLS** | | |  |  |  | **GOALS** | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Problem Solving | |  | Critical Thinking | |  | Attend relevant workshops | | | 100% |  |
|  |  | Flexibility | |  | Communication | |  | Find online courses | | | 100% |  |
|  |  | Teamwork | |  | Organization | |  | Improve organization skills | | | 100% |  |
|  |  | Creativity | |  | Emotional Intelligence | |  | Become a better decision-maker | | | 50% |  |
|  |  | Attention to Detail | |  | Responsibility | |  | Be more productive | | | 75% |  |
|  |  | Digital Skills | |  | Design | |  | Manage your energy better | | | 60% |  |
|  |  | Data Analysis | |  | Negotiation | |  | Complete a leadership training course | | | 100% |  |
|  |  | Mathematics | |  | Project Management | |  | Attend networking events | | | 100% |  |
|  |  | Marketing | |  | Administrative | |  | Obtain safety certification | | | 100% |  |
|  |  | Writing | |  | Foreign Languages | |  | Listen patiently to others in conflicts | | | 20% |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **AREAS FOR IMPROVEMENT** | | | | | |  | **OVERALL EVALUATION** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | • | Customer service skills | | | | |  | Johnathan applies creative thinking to implement a vision for the company. He continuously suggests new ideas in meetings and on projects. What we specifically like about him is the ability to adapt his team schedule to changing needs.  We want to see in the future improvement with communicating progress updates to supervisors. | | | |  |
|  | • | Set and strive to meet new goals | | | | |  |  |
|  | • | Accepting feedback and constructive criticism | | | | |  |  |
|  | • | Improve patience | | | | |  |  |
|  | • | Work on being respectful at all times | | | | |  |  |
|  | • | Cultivate determination in your team | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  | **COMPANY NAME** 252 Home Avenue, 21656 New York info@companyname.com (000) 1234 567 8800 | | | |  |
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