ENG 3050, 360-degree (peer) review feedback form for: <mark>TEAMMATE FIRST AND LAST NAME</mark>

PROMPT: Using the following 30 questions, rate your teammate from less effective (1) to extremely effective (4) in the key performance areas of Leadership and Teamwork Skills, Analytical Skills, and Technical Skills to assist each other in identifying strengths and areas for skill-sharpening. None of these key performance areas is for people "born with" them--they are all built upon teachable skill sets, which can be sharpened over time.

READING THIS FORM: The values of the black and white cells are averages that are auto-calculated based on the filled-out scores in the colored boxes. This lets you see your overall average in for instance the black sections of Leadership and Teamwork Skills and the white sections of subskills that build up to the main skill set/key performance area.

	1 (less effective), 2, 3, 4 (very effective), or 0 for (n/a)
Leadership and Teamwork Skills	**4**
Communication Skills	4
Makes an effort to listen and tries to understand other people's ideas.	4
Expresses thoughts, opinions, and ideas, in meetings and discussions.	4
Explains ideas clearly.	4
Uses meeting time efficiently.	4
Teamwork Skills	4
Arrives to meetings and/or accomplishes goals/tasks on time.	4
Helps teammates to achieve team goals.	4
Respects team decisions even if they oppose their views.	4
Delivers results when promised/expected.	4
Supports and encourages teammates.	4
Flexibility Skills	4
Respond and adapts to changing circumstances and to manage, solve problems and provide solutions.	4
When necessary, puts in additional effort to ensure project is delivered on time.	4
Finds creative ways around obstacles.	4
Is good-humored and helpful even in stressful situations.	4
Analytical Skills	**4**
Research Skills	4
Gathers information to actively communicate.	4
Analyzes, investigates and interprets data, issues and situations.	4
Investigates the subject of the project.	4
Selects appropriate and ethical research methods.	4
Shows research results in the project/text.	4
Persuasive Writing Skills	4
Analyzes the likely audience(s) for communication.	4

ENG 3050, 360-degree (peer) review feedback form for: TEAMMATE FIRST AND LAST NAME

PROMPT: Using the following 30 questions, rate your teammate from less effective (1) to extremely effective (4) in the key performance areas of Leadership and Teamwork Skills, Analytical Skills, and Technical Skills to assist each other in identifying strengths and areas for skill-sharpening. None of these key performance areas is for people "born with" them--they are all built upon teachable skill sets, which can be sharpened over time.

READING THIS FORM: The values of the black and white cells are averages that are auto-calculated based on the filled-out scores in the colored boxes. This lets you see your overall average in for instance the black sections of Leadership and Teamwork Skills and the white sections of subskills that build up to the main skill set/key performance area.

	1 (less effective), 2, 3, 4 (very effective), or 0 for (n/a)
Tailors communication to the audience's needs and wants.	4
Creates useful and persuasive documents for the intended audience.	4
Creates content suited to the claim/purpose of the project.	4
Applies the appropriate structure for the project's audience and purpose.	4
Employs standard forms of technical organization (such as moving in general to particular flow, and writing in descending order of priority).	4
Technical Skills	**4**
Document Design Skills	4
Creates documents that are usable, attractive, and easy to navigate?	4
Makes effective and persuasive use of relevant visuals and graphics (labels, captions, color choice, etc.).	4
Makes effective and persuasive use of page design (e.g. white space, quadranting, headers, etc.).	4
Professional Writing Skills	4
Writes in effective and efficient technical prose style (e.g. spelling, grammar, concision, tone, accuracy, etc.).	4
Writes in a professional style.	4
Ensures documents are proofread and free of grammatical and/or mechanical errors.	4
Top 3 Strengths	
One question you should always know how to answer about yourself before you go into a job interview or performance review with your supervisor--or really just anytime--is: What are your top three strengths? Assist your teammate with self-knowledge in this area by writing what you perceive this teammate's top 3 strengths to be.	WRITE TEAMMATE'S #1 STRENGTH
	WRITE TEAMMATE'S #2 STRENGTH
	WRITE TEAMMATE'S #3 STRENGTH