# Peer review template

| Employee name |  | Review period |  |
| --- | --- | --- | --- |
| Department |  | Date of review |  |

| Teamwork (include examples if possible) |
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| Does this employee show willingness to help others when needed? |  |
| Does this employee usually provide teammates with advice? |  |
| Can you count on him/her when working together on a task/activity?  |  |
| How often does this employee share ideas and thoughts with the team? |  |

| Collaboration and communication(include examples if possible) |
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| How easy is it to communicate with this employee? |  |
| Can you understand each other correctly, without any difficulties?  |  |
| Does this employee show a collaborative spirit? |  |
| How does this employee get along with other team members? |  |

| Trust and accountability (include examples if possible) |
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| Does this employee demonstrate trustworthiness?  |  |
| Has he/she ever blamed others for their own mistakes? |  |
| How committed to work is this employee?  |  |
| Does this employee manage to meet deadlines? |  |

| Key points (Managers fill out this part of the template)  |
| --- |
| Teamwork |  |
| Collaboration and communication |  |
| Trust and accountability |  |

| Reviewer signature | Manager signature |
| --- | --- |
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