**PEER REVIEW FORM **

***Peer reviews are anonymous. Do not include your name on this form.***

***The individual being reviewed will not be informed of which coworkers participated in the peer review.***

|  |
| --- |
| **EMPLOYEE INFO** |
| **PEER REVIEW FOR** |  | **DATE OF REVIEW** |  |
| **CHARACTERISTICS** |
| **QUALITY** | **UNSATISFACTORY** | **SATISFACTORY** | **GOOD** | **EXCELLENT** |
| **Works to Full Potential** |  |  |  |  |
| **Quality of Work** |  |  |  |  |
| **Work Consistency** |  |  |  |  |
| **Communication** |  |  |  |  |
| **Independent Work** |  |  |  |  |
| **Takes Initiative** |  |  |  |  |
| **Group Work** |  |  |  |  |
| **Productivity** |  |  |  |  |
| **Creativity** |  |  |  |  |
| **Honesty** |  |  |  |  |
| **Integrity** |  |  |  |  |
| **Coworker Relations** |  |  |  |  |
| **Client Relations** |  |  |  |  |
| **Technical Skills** |  |  |  |  |
| **Dependability** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Attendance** |  |  |  |  |
| **STRENGTHS / TRAINING NEEDS** |
| **DETAIL EMPLOYEE'S GREATEST STRENGTHS** |
|   |
| **DETAIL ASPECTS REQUIRING IMPROVEMENT** |
|   |
| **ADDITIONAL COMMENTS** |
|   |

**DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.