

Peer Review Questionnaire

Please answer the questions thoroughly and truthfully. Your responses will be compiled along with those provided by other employees. The individual who is being reviewed will not be told which co-workers were asked to complete questionnaires. Thank you for your participation.

Peer Review for _____ Date _____

Use the following scale, thinking specifically of the person whose name appears above.

1 = Never 2 = Occasionally 3 = Sometimes 4 = Most of the Time 5 = Always NE = No Experience

Circle the number that most accurately describes your perception for each item. Please note that “NE” means you have no firsthand knowledge or experience with the individual regarding the question.

1.	Behaves in a manner consistent with the company’s mission, vision and values	1	2	3	4	5	NE
2.	Is viewed as a person of integrity by co-workers	1	2	3	4	5	NE
3.	Has an attitude of helpfulness toward co-workers	1	2	3	4	5	NE
4.	Complies with company policies and procedures	1	2	3	4	5	NE
5.	Is professional and courteous when communicating with coworkers	1	2	3	4	5	NE
6.	Represents the company in a positive manner when interacting with customers	1	2	3	4	5	NE
7.	Is interested in continuing to develop new skills and to grow as a professional	1	2	3	4	5	NE
8.	Follows through with tasks and responsibilities in an appropriate and timely manner	1	2	3	4	5	NE
9.	Demonstrates respect for the work and ideas of others	1	2	3	4	5	NE
10.	Is considerate of the needs of others	1	2	3	4	5	NE
11.	Is willing to accept responsibility for his or her own actions	1	2	3	4	5	NE
12.	Is someone that you feel would make an effective supervisor	1	2	3	4	5	NE
13.	Is someone you feel comfortable approaching to ask for assistance or advice	1	2	3	4	5	NE
14.	Conveys a customer-focused manner in communication with others	1	2	3	4	5	NE
15.	Demonstrates a willingness to listen to what others have to say	1	2	3	4	5	NE