

Peer review template

Employee name		Review period	
Department		Date of review	

Teamwork (include examples if possible)	
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)	
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)	
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