

## 360 Feedback Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our onboarding process, we have implemented a 360 feedback policy to support your professional growth and development.

### **What is 360 feedback?**

360 feedback is a process where employees receive feedback from multiple sources, including managers, peers, direct reports, and other stakeholders. This comprehensive feedback provides a well-rounded view of an employee's performance and areas for improvement.

### **How does it work?**

Upon starting your role, you will have the opportunity to participate in a 360 feedback review. This review will involve collecting feedback from various individuals you work with, including supervisors, colleagues, and team members. The feedback will be anonymous to encourage honest and constructive input.

### **Why is it important?**

360 feedback allows employees to gain valuable insights into their strengths and areas for development. It promotes self-awareness, enhances communication skills, and fosters a culture of continuous improvement within the organization.

### **How to prepare?**

Before participating in the 360 feedback process, we recommend setting clear goals and objectives for yourself. Reflect on your performance, seek input from others, and be open to receiving feedback with a growth mindset.

### **Next steps:**

Once the feedback has been collected, you will have the opportunity to review and discuss the results with your manager. Together, you can create a development plan to address any areas for improvement and capitalize on your strengths.

We believe that 360 feedback is a valuable tool for professional growth and look forward to supporting you on your journey. If you have any questions or need assistance, please don't hesitate to reach out to HR.

Thank you,  
[Your Organization's Name] HR Team

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*Sources:*

- *Society for Human Resource Management (SHRM) - 360 Feedback*
- *Harvard Business Review - The Benefits of 360-Degree Feedback*