

BUSINESS PARTNER EVALUATION SURVEY

COLLEAGUE-ASSESSMENT

Background Information Your honest comments and ratings are extremely valuable to the process. **Please rate John Smith for the recent time period (past 6 months).** Be realistic, honest, and direct.

This is an *informal* evaluation process. This process is initiated by me, not a corporate mandate or another internal/external request. However, I am genuinely interested in a quick pulse on your impression of my team and their effectiveness.

I have reached out to channel leaders to provide candid and balanced feedback, allowing positive and constructive feedback.

Please reply via email to <Sender Name> with your evaluation attached with a saved version of your updates. Again this will not be distributed to anyone and is purely used to make our team the best enabler for departmental success!

Your Name:

Your time today is appreciated.

Score the following boxes as shown below based on your interaction with **John Smith**:

| <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|
| Not Applicable Not enough information to provide input | Demonstrates skill | Rarely demonstrates skill |

| Competency: Delivery Efficiency | | | |
|--|-----------------------------|------------------------------|-----------------------------|
| | | | |
| Knowledge/Skills/Attitudes Benchmarks: | | | |
| Maintains a clear timeline for work? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Completes program/projects/task on time? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has a sense of urgency in work? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Performs well under pressure? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is viewed as a channel subject matter expert? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Works with open mind and welcomes suggestion from team members as appropriate? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is a team player? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Uses good judgment when making decisions? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Demonstrates respect for peers and colleagues? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Communicates in a clear and concise manner? | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments section. Please provide any additional comments you'd like to add.

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