

**Thank you for downloading this 360 Staff Appraisal PDF Brochure - Please take a look at what we have to offer!**

- 12 Categories and questions which you can edit to suit your requirements
  - Select up to 8 categories for each appraisal
  - 12 Pay once and create unlimited appraisals
- 4 Categories of people to chose from to appraise the staff member
  - Customise each appraisal for that specific person
  - Easy to select ratings for all of the questions
- SEPARATE DOCUMENTS IN ORDER TO COLLECT MULTIPLE APPRAISALS AT ONCE
- Highlights cells when figures are abnormally low or high compared to the average

Once you have completed an order for the 360 Staff Appraisal spreadsheet, we will send it to you with your company name filled in. This can't be altered (to prevent illegal distribution). You can however fill in the staff member's name, department and the date of the appraisal (see below). This means that you can keep a template document and use the 'save as' function to create as many as required. As long as you have Excel, and it still supports the document, you can use it indefinitely and as often as you like. Pay a once off fee and have this indefinitely, no annual fees or retainers!

<b>Company Name:</b>	Spreadsheet Solutions
<b>Name of Appraised Employee:</b>	Mr Staff
<b>Dept. of Appraised Employee:</b>	Financial
<b>Evaluation Date:</b>	01 November 2016

**Need Assistance?**



**Watch the demo video**

Let's take a look at how it works...

Once the initial data has been entered, there are 13 available sheets so that 4 different types people can appraise the staff member, and they can appraise themselves. The 4 categories to chose from are SUPERIOR, SUBORDINATE, PEER and CLIENT. You can select how many of each to get appraisals from, as long as the total is no more than 12. There is a sheet for each of these people to complete. There are 8 sections in each sheet and those can be selected from 12 options, ROLE (see below), PRODUCTIVITY, TEAMWORK, LEADERSHIP, COMMUNICATION, NETWORKING, INFLUENCE, WRITING, ANALYSIS, LEARNING, ADAPTABILITY and ENTREPRENEURIALSHIP. Each section has 5 questions which need to be answered. THE QUESTIONS AND CATEGORIES CAN BE CHANGED, just make sure that you use relevant questions for each custom category.

Category 1:	Role	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Do you:						
Fully understand the job requirements?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know how to operate software & tools?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow company policies?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share knowledge with others?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show a willingness to learn and adapt?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the new version of this document, so it has been created for 'easy distribution'. There are 3 different documents, one which you as the HR person will keep. One for the 'appraised' to answer questions about themselves, and one for all others who are appraising the person. These documents can be prepared with a simple copy & paste action. They can then be sent to all the people, and as they arrive back, they can be added to the main spreadsheet. Again, a copy & paste. The main sheet then automatically produces a 360 Staff Appraisal report, as all of the external sheets are 'uploaded'. This means that you are more flexible when sending out and receiving the completed appraisals.

To transfer data, it is as simple as selecting the red blocks, copying the data, and pasting the values to the green section of the other sheet! Job done! That enables you to split the spreadsheets, and add the data as it arrives back from each person.

RED sections are always EXPORT and GREEN are always IMPORT.

EXPORT	
[Red block]	

Mr Staff Appraised	IMPORT - PLEASE PASTE VALUES OF RELEVANT DATA BELOW
	[Green block]

Mr Boss Supervisor	IMPORT - PLEASE PASTE VALUES OF RELEVANT DATA BELOW
	[Green block]

There is also a section where each person can comment on the staff members greatest strength (see below) and weakness as well as adding any other comments that they think will be useful.

What do you believe to be your greatest STRENGTH?

My greatest strength is my attention to details, I take pride in my accuracy.

Please keep your answer to within the block provided.

Lastly, you would need to provide an overall ranking for the staff member (see below).

Overall Rating	Excellent	Good	Average	Below Par	Poor
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Give yourself an overall rating:

Once all of the required data has been entered, the document will automatically calculate the report. All you have to do is click on the 'Results' tab and the document is ready to be saved as a PDF or printed!

The spreadsheet was proudly created by:



**Proceed to the end of this document to place an order.**

We completed an appraisal, just to show you what the reports look like. The next 3 pages will show you what an actual report looks like once all the information has been completed.

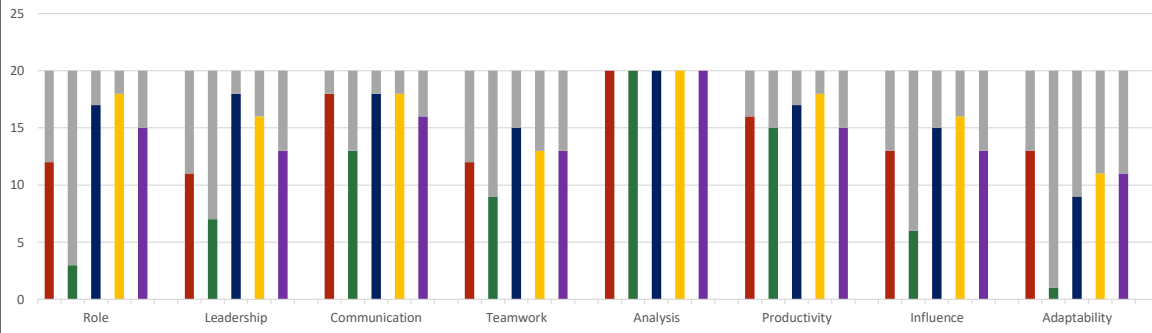
# 360 Staff Appraisal for Mr Staff

Spreadsheet Solutions

Dept.: Financial

Date: 01 November 2016

Overall Score Breakdown



Supervisor(s) Score

Peer(s) Score

Subordinate(s) Score

Client(s) Score

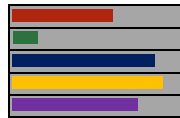
Appraised Self-Score

Unreached Potential

## Role

### Category Results Breakdown

Supervisors	12	out of	20
Peers	3	out of	20
Subordinates	17	out of	20
Clients	18	out of	20
Appraised	15	out of	20



Total	65	out of	100
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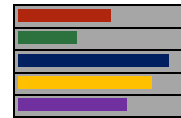
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



## Leadership

### Category Results Breakdown

Supervisors	11	out of	20
Peers	7	out of	20
Subordinates	18	out of	20
Clients	16	out of	20
Appraised	13	out of	20



Total	65	out of	100
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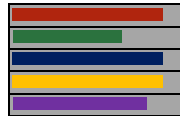
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



## Communication

### Category Results Breakdown

Supervisors	18	out of	20
Peers	13	out of	20
Subordinates	18	out of	20
Clients	18	out of	20
Appraised	16	out of	20



Total	83	out of	100
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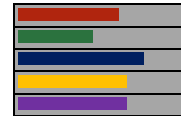
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



## Teamwork

### Category Results Breakdown

Supervisors	12	out of	20
Peers	9	out of	20
Subordinates	15	out of	20
Clients	13	out of	20
Appraised	13	out of	20



Total	62	out of	100
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If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



## Analysis

### Category Results Breakdown

Supervisors	20	out of	20
Peers	20	out of	20
Subordinates	20	out of	20
Clients	20	out of	20
Appraised	20	out of	20



Total	100	out of	100
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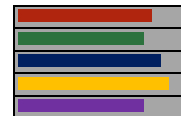
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



## Productivity

### Category Results Breakdown

Supervisors	16	out of	20
Peers	15	out of	20
Subordinates	17	out of	20
Clients	18	out of	20
Appraised	15	out of	20



Total	81	out of	100
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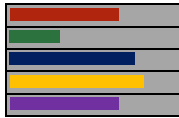
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



### Influence

#### Category Results Breakdown

Supervisors	13	out of	20
Peers	6	out of	20
Subordinates	15	out of	20
Clients	16	out of	20
Appraised	13	out of	20



<b>Total</b>	<b>63</b>	out of	<b>100</b>
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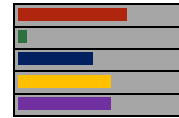
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



### Adaptability

#### Category Results Breakdown

Supervisors	13	out of	20
Peers	1	out of	20
Subordinates	9	out of	20
Clients	11	out of	20
Appraised	11	out of	20

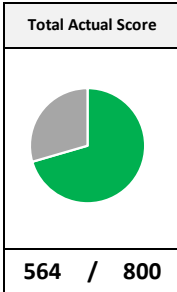


<b>Total</b>	<b>45</b>	out of	<b>100</b>
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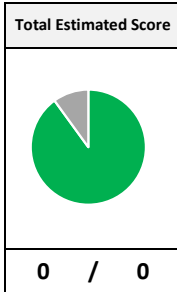
If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.



### Overall Scores



Total of all the scores given by all of the appraisers.



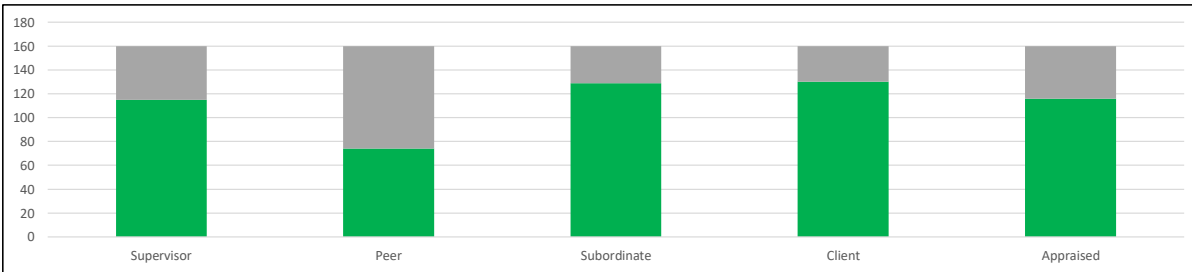
Based on the overall view given by each appraiser.

### Category Totals per Evaluation

Name	Category	Role	Leadership	Communication	Teamwork	Analysis	Productivity	Influence	Adaptability
Mr Staff	Appraised	15	13	16	13	20	15	13	11
Mr Boss	Supervisor	12	11	18	12	20	16	13	13
Mr Peer	Peer	3	7	13	9	20	15	6	1
Mr Apprentice	Subordinate	17	18	18	15	20	17	15	9
Mr Client	Client	18	16	18	13	20	18	16	11

If any score is more than 20% above average, it will turn green. Less than 20% below average and it will turn red.

### Total per Category



### Strengths

- My greatest strength is my attention to details, I take pride in my accuracy. - Mr Staff (Appraised)
- He is always on time, and he get's down to business. He works harder than most other people. - Mr Boss (Supervisor)
- He is accurate with his work. - Mr Peer (Peer)
- He is very good at his job, and I am leaning much from him. - Mr Apprentice (Subordinate)
- He has never let me down, I know that when I need something, he will provide it. - Mr Client (Client)

## Weaknesses

I don't really respond well to being interrupted, which happens quite often. - Mr Staff (Appraised)  
He can get easily rattled if there are changes, he likes to stick to a plan. - Mr Boss (Supervisor)  
He is a bit rude to other people, and doesn't like his routine upset. - Mr Peer (Peer)  
He doesn't handle people giving him incomplete data very well. - Mr Apprentice (Subordinate)  
He doesn't adapt well to mistakes. He gets a bit upset if his work mates let him down. - Mr Client (Client)

## General Comments

I feel that I am an asset to this company. - Mr Staff (Appraised)  
He is good for this company, as long as we use him in the right capacity and stick to his strengths. - Mr Boss (Supervisor)  
He will do well here, as long as they give him the right work to do. - Mr Peer (Peer)  
I am fortunate to be learning from him, coming to work with him is a pleasure. - Mr Apprentice (Subordinate)  
I have enjoyed dealing with him, he does his job well. - Mr Client (Client)

We are able to produce certain checks to make sure that all of the data has been correctly inputted into the system, to produce the most accurate results. If the ✖ symbol appears below, there were issues with the data, and this report could well be wrong. If the ✔ symbol appears below, all seems to be in order, although that doesn't guarantee that mistakes were not made during the data collection process.

✔

Staff Appraisal Tool Created by:



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