



Request for Feedback for Staff Performance Evaluations

As part of HKS's Performance Management Process and in an effort of obtaining a broad and objective overall performance assessments for each staff member, managers are encouraged to gather input from their staff members' clients, peers, subordinates, colleagues, etc. The summary and trends of the input collected should be incorporated into the staff member's annual assessment. Be sure to ask staff members who they would like for you to contact for feedback – those with who they have worked well and who may have been more challenging – as well as contacting those that you believe will provide insight into his or her performance.

A face to face conversation, or a simple memo or email, with a few key questions, will suffice. Consider using one of the following template(s) to provide guidance to the respondent and use your time efficiently.

Example 1: Memo to the Client or colleague

To: <Insert name of Client, Colleague or Peer>

From: <Insert name of Employee's Reviewer>

Subject: <Insert name of staff member> FY10 Performance Evaluation

As part of our commitment to providing exceptional service to internal and external clients, please take a moment to provide input on <insert staff member's name> performance to date. Please provide details of the employee's performance. Your information along with other feedback gathered will be compiled and shared with the employee.

- What specific projects and tasks did <insert staff member's name> complete or support?
- What were the specific accomplishments and outcomes of her work?
- In what specific ways did <insert staff member's name> demonstrate his or her strengths?
- What skills, knowledge or behaviors should <insert staff member's name> work on in the upcoming year?

Thank you for your time. Please respond to this memo to me by <MM/DD/YY>.

Example 2: Email to the Client, Peer or Colleague

Dear <Insert name of Client, Peer or Colleague>:

I am in the process of collecting feedback for <insert staff member's name> FY10 Performance Evaluation.

If you have a few minutes, and are willing, I would really appreciate it if you would answer the questions below by MM/DD/YY. If you prefer to have a conversation to provide me your feedback on <insert staff member's name> please call me at XXXXXX). Please provide specific information and examples where possible. Your information along with other feedback gathered will be compiled and shared with the employee.

1. Over the past year, what impact has <insert staff member's name> had in the course of doing work with you?
2. What did she/he do that was particularly helpful to you or your team?
3. What could she/he have done better or differently to be even more effective?
4. Do you have any additional comments?

Thank you.