## **360 Feedback Policy Template**

[company name] - 360 Feedback Policy

**Brief & Purpose**

This policy outlines the process and guidelines for conducting 360 feedback reviews at [company name] . The primary objective is to foster a culture of continuous learning and development by providing employees with a holistic view of their performance.

**Scope**

All employees of [company name].

**Policy guidelines**

Objectives: The 360 feedback process aims to provide comprehensive feedback for individual development and growth.  
Selection of reviewers: Employees will receive feedback from peers, supervisors, direct reports, and any other relevant stakeholders.  
Feedback confidentiality: All feedback will remain anonymous to ensure honest and unbiased responses.  
Feedback implementation: The HR department will collate and analyze the feedback, which will then be used to create individual development plans.

**Feedback process**

* HR will initiate the 360 feedback process annually
* Employees will be informed about the process and timeline
* Reviewers will be selected based on their interaction frequency with the employee
* Feedback will be collected through an online survey platform
* Post-analysis, individual feedback sessions will be scheduled
* An action plan will be developed based on the feedback received

**Review**

This policy will be reviewed annually to ensure its effectiveness and relevance.

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