

Feedback Summary Template

Use this template to compile and communicate key insights from a 360-degree feedback review. Ideal for HR teams, managers, or coaches to consolidate input from multiple reviewers into a concise summary.

Employee Name:

Job Title:

Department:

Review Period:

Date of Summary:

1. Strengths Highlighted by Reviewers

List the most frequently mentioned strengths. Group by themes such as communication, leadership, collaboration, execution, etc.

- **Communication:** Clear and concise communicator, actively listens in team meetings.
- **Leadership:** Proactively supports peers, creates psychological safety.
- **Collaboration:** Known for cross-functional effectiveness.

2. Areas for Improvement

Summarize constructive feedback. Focus on areas with multiple mentions across reviewers.

- Improve delegation to junior team members.
- More proactive in giving feedback to peers.
- Could focus more on long-term strategy in planning.

3. Self-Assessment vs. Peer/Manager Perception

Highlight any gaps or alignment between the employee's self-assessment and external feedback.

- Self-rated communication skills high, aligned with peer feedback.
- The employee identified leadership as a development area; echoed by the manager.

4. Key Themes or Patterns

Summarize overarching trends across feedback sources.

- Highly valued team player, especially in high-pressure situations.
- Seeks continuous improvement and is open to feedback.
- Needs to work on strategic focus and long-term planning.

5. Quotes From Reviewers (Optional)

Include anonymized direct quotes that provide powerful examples.

"She steps up when the team is stuck."

"Could benefit from zooming out and seeing the bigger picture more often."

6. Suggested Development Focus Areas

Translate feedback into clear focus areas.

- Strengthen delegation and coaching skills.
- Practice strategic thinking and long-range planning.
- Continue to build on leadership presence.

7. Next Steps

Outline what actions will be taken based on the feedback.

- Schedule a 1:1 coaching session to align on goals.
- Enroll in a leadership development workshop.
- Set quarterly milestones for strategic initiatives.

Prepared By:

Reviewer(s):

Signature:

Date:

Pro Tip: Keep the tone supportive and growth-oriented. Share this summary in a live feedback session to allow for discussion and shared understanding.