

UNIVERSITY OF MAINE SYSTEM
360-Degree Performance Assessment Procedure

In some situations, the supervisor or employee may want to expand input into a performance assessment and request that other people (e.g., project directors, clients, or others who have significant interaction with the supervisee) participate in the assessment of a supervisee, especially if the supervisor is not able to directly observe performance. This process is often referred to as a 360-degree performance assessment.

When a supervisor or employee has identified additional participants to provide input to a performance assessment, each participant will be contacted and provided with the approved UMS performance assessment instrument and a specific time frame for its return.

[The following template may be used or adapted for this purpose.](#)