

The e-mail 360-degree feedback form

Please answer the questions below about the person who sent you this form in order to give them feedback on how they manage their e-mail.

When finished, save the document with your answers, and e-mail it to them.

1. Your Name (optional):

2. Your e-mail (optional)

3. Name of person you are giving feedback to

4. How often do they not respond to legitimate e-mails and leave you and others in the dark?

Never (Score 0)

Rarely (Score 1)

Sometimes (Score 2)

Often (Score 3)

Quite often (Score 4)

Enter your selection here:

5. How often do they abandon an e-mail conversations in the middle and leave you and others hanging?

Never (Score 0)

Rarely (Score 1)

Sometimes (Score 2)

Often (Score 3)

Quite often (Score 4)

Enter your selection here:

6. How often do they respond to e-mail only partially leaving important issues unanswered?

Never (Score 0)

Rarely (Score 1)

Sometimes (Score 2)

Often (Score 3)

Quite often (Score 4)

Enter your selection here:

7. How often do they respond to e-mail vaguely delaying dealing with the real issues?

Never (Score 0)

Rarely (Score 1)

Sometimes (Score 2)

Often (Score 3)

Quite often (Score 4)

Enter your selection here:

8. How often do they copy you or other people unnecessarily?

Never (Score 0)

Rarely (Score 1)

Sometimes (Score 2)

Often (Score 3)

Quite often (Score 4)

Enter your selection here:

Add the total score from all the questions above:

When finished, save the document with your answers, and e-mail it to the person who requested it.

Thank you for your participation!

Training Coordinator

<http://www.people-onthego.com>