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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Peer-to-Peer Review Template**

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| **Peer-to-Peer Review Template** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Alex Wilber**Review Period: Review Due:Finalize Due:**  |
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| This template focuses on key aspects of professional growth, communication, teamwork, and collaboration. The peer reviewer, offers valuable insights, recognizing strengths and identifying areas for improvement. |
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| **1. Contributions** |
| **Q1: In what ways has Adele demonstrated initiative and innovation in her role during this review period?** |
|
| **Alex's answer** |
| Lorem ipsum |
| **Q2:** **Describe a specific instance where Adele collaborated effectively with team members. How did her collaboration impact the outcome of the project or task?** |
|
| **Alex's answer** |
| Lorem ipsum |
| **Q3:** **Can you identify any areas where Adele has taken on additional responsibilities or contributed beyond her defined role?** |
|
| **Alex’s answer** |
| Lorem ipsum |
| **Q4: How effective is Adele in communicating with colleagues and superiors? Provide examples of instances where her communication skills positively influenced a project or team dynamics.** |
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| **Alex's answer** |
| Lorem ipsum |
| **Q5**: **Can you recall any situations where Adele provided constructive feedback or assistance to a team member? How did this impact the team's overall performance?** |
|
| **Alex's answer** |
| Lorem ipsum |
| **2. Team Collaboration and Support** |
| **Q1: Describe how Adele has contributed to a positive team culture. Provide examples of instances where she supported her colleagues or fostered a collaborative environment.** |
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| **Alex's answer** |
| Lorem ipsum |
| **Q2:** Please elaborate on specific instances or strategies that demonstrate strong teamwork and assistance in achieving common goals. |
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| **Alex's answers** |
| Lorem ipsum |
| **Overall Comments** |
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| **Signature:** | **Date:** |