

Choosing the Right 360 Feedback Tool Template

Use this evaluation checklist to assess and compare different 360 feedback platforms based on must-have features, integration, usability, and alignment with your review process goals.

1. Tool Evaluation Summary

Tool Name	Vendor Name	Website URL	Contact Info
Example: FeedLoop360	ABC Tech	www.feedloop360.com	contact@feedloop360.com

Add the tools you're considering to this table

2. Key Features Checklist

Feature	Must-Have	Tool 1	Tool 2	Tool 3
Customizable feedback templates	<input checked="" type="checkbox"/>	Yes	Yes	No
Anonymous feedback support	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Rating + open-text feedback formats	<input checked="" type="checkbox"/>	Yes	No	Yes
Manager & peer review routing	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Built-in self-assessment	<input checked="" type="checkbox"/>	Yes	No	Yes
Integration with HRIS/Slack/MS Teams	<input checked="" type="checkbox"/>	Yes	Partial	No
Automated reminders & workflow	<input checked="" type="checkbox"/>	Yes	Yes	Yes
AI-powered insights/sentiment analysis	Optional	Yes	No	Yes
Real-time dashboards	<input checked="" type="checkbox"/>	Yes	Yes	No
Exportable reports (PDF, Excel, etc.)	<input checked="" type="checkbox"/>	Yes	Yes	Yes

Score each tool to visualize which one fits your needs best

3. Alignment with Business Goals

Goal or Need	How Tool Supports It
Foster a feedback culture	Example: Offers anonymous feedback to boost honesty
Improve leadership development	Example: Provides manager-specific insights
Enable continuous performance conversations	Example: Integrates with quarterly OKRs
Simplify HR workload	Example: Automates reviewer selection & reminders

Write how each tool helps solve key business problems

4. Pricing & Support Comparison

Tool	Pricing Model	Monthly Cost/User	Onboarding Included	Customer Support Rating
Tool A	Per-user	\$6	Yes	★★★★☆
Tool B	Flat rate	\$999/month	No	★★★★☆
Tool C	Per cycle	\$500/cycle	Yes	★★★★★

Note cost per user, setup fees, and quality of support

5. Final Recommendation Summary

Chosen Tool	Why It Was Selected (3–4 Bullet Points)
Example: Tool A	✓ Easy setup ✓ Anonymous feedback ✓ AI analytics ✓ Cost-effective

Pro Tip: Involve at least one manager, one IC, and someone from HR in demo testing to get diverse input before making a final choice.