



## **Understanding your 360-degree feedback report**

When you log into the 360 degree online tool you can download your 360 report under 'your account' and then under 'survey management'

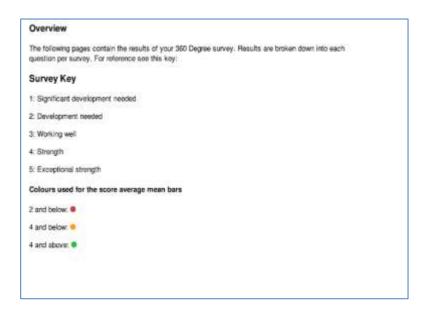




Please note that the report will not be available until the account holder (usually the ASYE co-ordintaor') has completed the self-survey.

The standard report presents the results of the survey in a graphical and numerical output, showing basic survey information, the account holder's self-evaluation score compared to that of the other evaluators, and any text comments provided.

## Key

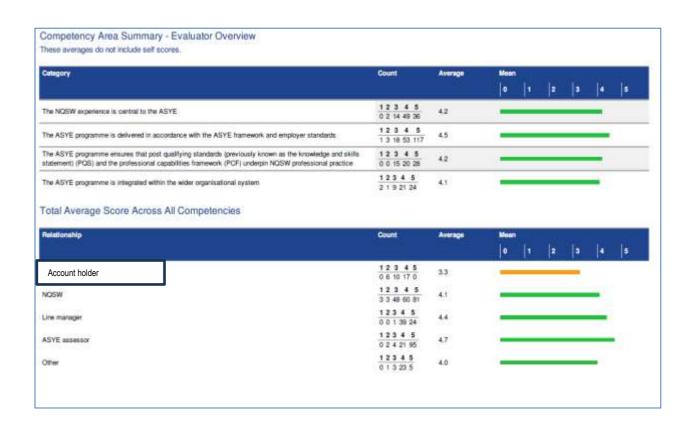


## Report overview and average scores per evaluator type

When you look at the report, the first section (see screenshot below), shows the report overview i.e. the 'Competency Area Summary – Evaluator Overview' section shows the total average score provided by each of the main evaluators covering the 4 main question categories within the questionnaire.

Then the 'Total Average Score across all competencies' gives a quick overview of the results and provides the total average score for all questions in the evaluation based on each evaluator type e.g in the example below the NQSWs gave on average a score of 4.1 out of 5.

The account holder (usually the ASYE co-ordinator) scores from the 'self-survey' are also shown so that these can be compared to the other stakeholder scores. E.g. In the example below the account holder (usually the ASYE



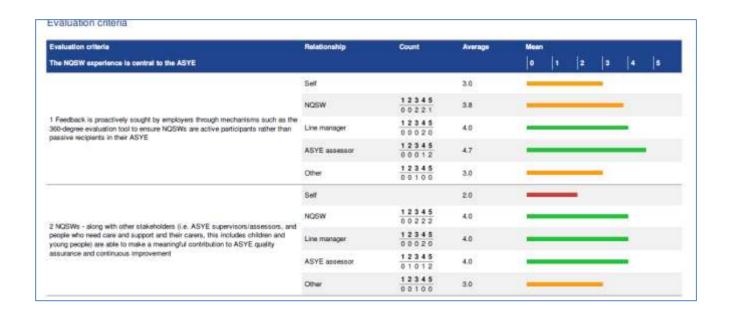
The next section breaks down the evaluation responses by each question, showing the question, evaluator type, count, averages and rating graph.

The information is basically the same format as for the 'competency area summary' but ratings and average scores are based on each individual question within the evaluation.

The "count" column tells you how many people of each evaluator user type i.e. NQSW, Line Manager, Assessor, Other) answered that question.

In the below example, 5 NQSWs, 2 Line managers and 3 ASYE Assessors and 1 'other' answered question 1.

2 NQSWS gave a rating of 3, 2 gave a rating of 4 and 1 gave a rating of 5 and the average rating was then 3.8. The account holder rating was 3.



## **Additional comments**

The report has a separate section for all comments for the evaluation. These are anonymous and not linked to a specific evaluator type.