

Multi-rater Competency Feedback Survey

Confidential Report for John Smith



Report Date:	02nd November, 2012	
Company:	ABC Company	
Survey Type:	180 Performance Review Survey (OP180)	
Respondent Groups:	Self	1
	Manager	1



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INTRODUCTION

This report summarises the results of the 180 Performance Review survey that was conducted to provide you with valuable feedback to aid in your personal development.

A variety of attributes and skills are analysed to enable you to not only better understand your perceptions of yourself, but also the perceptions of your manager.

Scores are determined by a five point scale:

1 = Very Poor	(Never demonstrates this skill - unacceptable)
2 = Poor	(Seldom demonstrates this skill - needs to improve)
3 = Adequate	(Sometimes demonstrates this skill - adequate but could improve)
4 = Good	(Usually demonstrates this skill - acceptable)
5 = Outstanding	(Always demonstrates this skill - consistently high level)
NA = Not Applicable	(not averaged into scores)

This Self Development Report contains the following sections:

Respondent group alignment (Summary):

In this section your scores are compared to your manager's and is very much the helicopter view that allows you to easily assess whether your perception of yourself is in alignment with the perceptions of your manager.

Respondent group alignment (Detail):

This section provides the detail of scores for each question.

Respondent comments:

You and your manager were requested to provide additional comments on the following

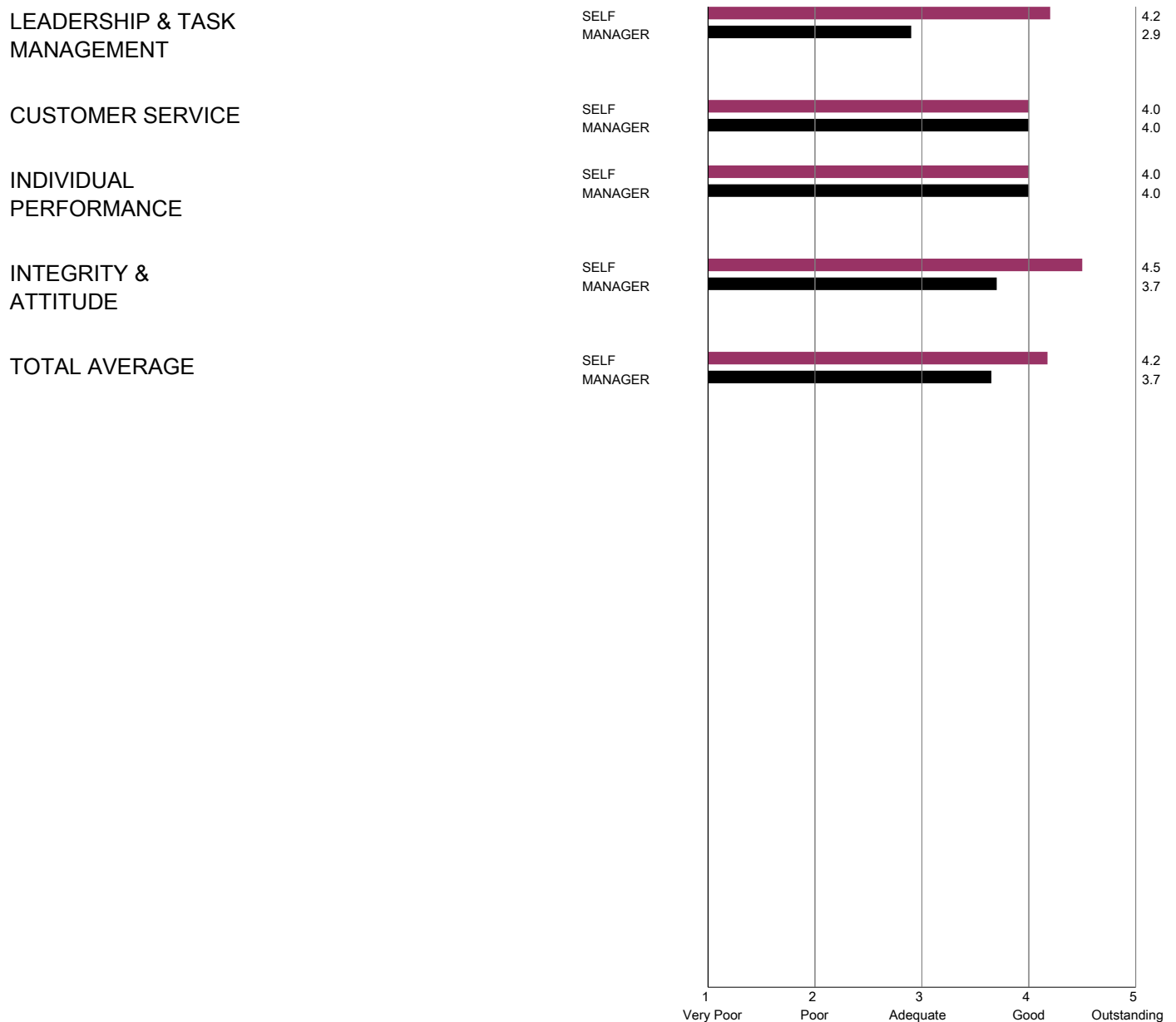
- What key achievements have been achieved since the last review?
- What future training and/or development, if any, do you think would be beneficial?
- Any other comments/observations you would like to make for future discussion?

As you review this report, keep in mind that most people exhibit both strong and weak abilities. No one does everything equally well. If you approach this report as a learning and self-development tool, this feedback will provide you with a catalyst toward increasing your success both in business and in your personal life.

RESPONDENT GROUP ALIGNMENT (Summary)

In this section your average scores for each group of questions are compared to the average scores provided by your manager. This section is very much the helicopter view and allows you to easily assess whether your perception of yourself is in alignment with the perceptions of your manager.

Keep in mind that the information provided is the constructive views of your manager. Use this information to identify those areas that you feel you can either improve or work on to become an even greater strength.



RESPONDENT GROUP ALIGNMENT (Detail)

In this section your scores are compared to your manager's at a very detailed level. The diamonds represent the score given for each question.

Please pay particular attention to any questions where there is a significant difference between your manager and yourself and/or where both of you have scored less than four. If this is the case there may be grounds for further investigation and recognition within your Development Plan.



RESPONDENT GROUP ALIGNMENT (Detail)

INTEGRITY & ATTITUDE

DISCRETIONARY EFFORT
(willingness to give that little bit extra, going above and beyond)

SELF
MANAGER

4.0
4.0

Being HONEST, FAIR,
BALANCED AND OPEN AND
DIRECT WITH OTHERS

SELF
MANAGER

5.0
4.0

POSITIVE ATTITUDE TO
OUTCOMES AND PEOPLE
(Looks for solutions to problems,
motivates and supports others)

SELF
MANAGER

4.5
4.0

WILLINGNESS TO WORK
WITHIN THE RULES (Follows
process and procedures)

SELF
MANAGER

5.0
4.0

WILLINGNESS TO LEARN AND
ACCEPT NEW PROCESS

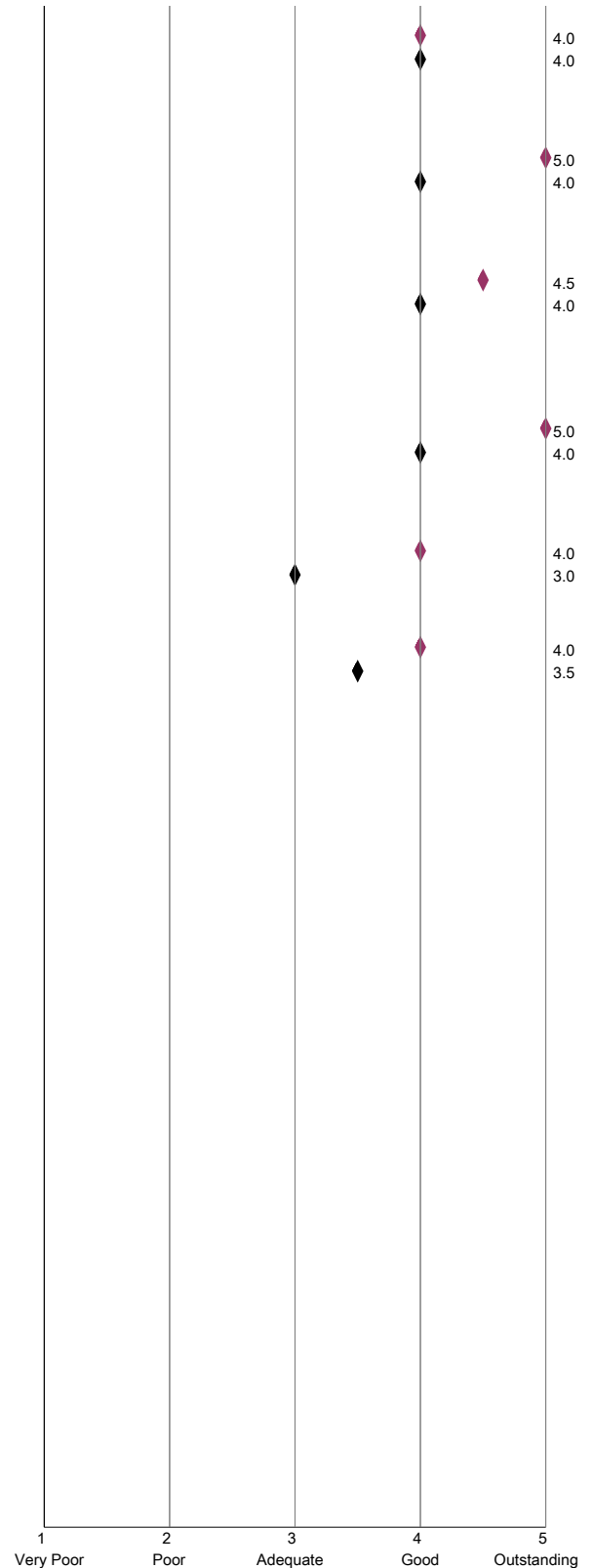
SELF
MANAGER

4.0
3.0

AWARENESS AND PRACTICE
OF OH&S POLICIES (Assesses
risks and takes necessary
precautions)

SELF
MANAGER

4.0
3.5





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RESPONDENT COMMENTS

You and your manager were requested to provide further comments on your key achievements, future training and/or development that would be beneficial and any other observations that would help you in your role. These comments are presented exactly as they were provided by your manager and yourself.

SELF Comments

Key achievements involved taking on extra responsibilities around the office. At the moment I don't think I require any extra training. There are some areas that I would appreciate extra support from my manager with.

Manager Comments

John has taken on more responsibility within his role which has been fantastic. There are a few areas that he requires extra training and support with.



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SUMMARY

After you have had a chance to review your report, it is time to use this information to effect positive and beneficial change.

Below is a step-by-step guide to help you use this report so that you become more successful. To ensure positive change you should:

KEEP DOING the actions that make you a successful contributor, leader and/or manager

STOP DOING the actions that are impeding your true potential

START DOING the actions that will make you more effective and successful

We recommend that you do the following within the next two weeks:

1. Review your report and identify the two to four things that may be preventing you from achieving your true potential.
2. Develop an action plan that will help you address these areas (keep it simple).
3. Provide your manager with your action plan and ensure that he/she will support you with appropriate coaching & training.
4. Organise a review with your manager to measure progress and ensure that appropriate support is being provided to you.

We wish you all the best with your ongoing personal development and corporate success.