



## Sample; 360 Degree Personal Review Pack

Send a copy to colleagues you depend upon for support. Speak to each of them personally explaining the context of this review. Please ask them to E mail their responses directly to  
**Nominated Complier**

The name on the form is that of the person being reviewed.

Please highlight or underscore the appropriate number. (10 is high score)

**Name** \_\_\_\_\_

**Consider my actions over a period of time before responding to each question.**

**Then score me out of 10, on my success in carrying out the following skills.**

**Do I :-**

- |  |                      |
|--|----------------------|
| 1. Listen to others and treat their views with respect?                      | 1 2 3 4 5 6 7 8 9 10 |
| 2. Check that my communication has been understood?                          | 1 2 3 4 5 6 7 8 9 10 |
| 3. Take responsibility for my actions?                                       | 1 2 3 4 5 6 7 8 9 10 |
| 4. Do what I say I am going to do?   | 1 2 3 4 5 6 7 8 9 10 |
| 5. Provide advice and feedback in a friendly way?                            | 1 2 3 4 5 6 7 8 9 10 |
| 6. Manage my time well?  | 1 2 3 4 5 6 7 8 9 10 |
| 7. Understand that we are all different, and modify my approach accordingly? | 1 2 3 4 5 6 7 8 9 10 |
| 8. Strive to be an effective and supportive team member?                     | 1 2 3 4 5 6 7 8 9 10 |
| 9. Carry out my work in a competent manner?                                  | 1 2 3 4 5 6 7 8 9 10 |
| 10. Acknowledge my mistakes?   | 1 2 3 4 5 6 7 8 9 10 |
| 11. Recognise that my output is dependent upon support from others?          | 1 2 3 4 5 6 7 8 9 10 |
| 12. Have a balance between home and business life?                           | 1 2 3 4 5 6 7 8 9 10 |



In the first column score **yourself** out of 10. Then in the adjacent columns record the responses that you have received. You will now be able to compare, and reflect upon how others feel about your performance.

Do I :-	Appraiser	S	A	B	C	D	E	F	G	H
1. Listen to others and treat their views with respect?										
2. Check that my communications have been understood?										
3. Take responsibility for my actions?										
4. Do what I say I am going to do?										
5. Provide advice and feedback in a friendly way?										
6. Manage my time well?										
7. Understand that we are all different, and modify my approach accordingly?										
8. Strive to be an effective and supportive team member?										
9. Carry out my work in a competent manner?										
10. Be trusted with confidential information?										
11. Recognise that my output is dependent upon support from others?										
12. Have a balance between home and business life?										



### **Personal Performance Notes**

- There are no absolutes in any measurement of human performance, or behaviour. The only premise that self improvement is built upon is most people know there are things they could do better.
- Look at the data in a structured, ordered fashion; even when viewed in the general, rather than the specific, clues about how we are seen by others become apparent.
- Look at the vertical columns, has someone scored you consistently lower than other colleagues view of you. If they have, seek them out; because there is a lot of work to do in building bridges there.
- Compare your score against a specific question and then compare it against the scores from your colleagues. If 50% are less than your score, it may be time to look again at your view of yourself.
- Self improvement should be continuous, so the key is to spend time in the areas where your colleagues think significant improvement needs to take place.
- Prioritise your action plan, have a plan.
- Start by blacking out all scores of 8 9 10. These areas are obviously not an issue at the moment.
- Highlight all scores 5 6 7. Work needs to be done here
- Highlight scores 1 2 3 4 in a different colour. This is where you must start first; immediately.

Over this event please reflect on the areas of self improvement you intend to focus on.

Pick three areas that are the highest priority, and start thinking of an action plan that will deliver improvements.

Finally count up the number of scores that are 7 or below; excluding your own. Divide this by the number of respondents, and crudely this will give you number of areas on the questionnaire that the average respondent thought improvement was needed: out of 12. If these are being carried out as part of a team building exercise you might want to share the answer with your colleagues.