

*executive feedback*  
**QUESTIONNAIRE**

**Tessa Test**

**Executive Feedback Questionnaire**

**July 1, 2002**



## Strictly Confidential

This report contains feedback gathered from the following sources:

|              |          |
|--------------|----------|
| Participant  | 1        |
| Manager      | 1        |
| Colleagues   | 3        |
| Staff        | 4        |
| <b>Total</b> | <b>9</b> |

# Contents

**General Points to Remember**

**The Competencies**

**The Rating Scale**

**Competency Overview Graph**

**Question Overview Graph**

**Detailed Information**

**Open Ended Answers**

# General Points to Remember

## Purpose Of 360° Feedback

- Feedback is essential to progress. It provides you with accurate information about the way you work with others.
- Feedback can act both as a stimulus to change your behaviour, and as a catalyst to facilitate change.
- To accelerate your personal effectiveness, you need to be aware of the consequences of your behaviour. If you are aware, you can decide whether or not the consequences match your intentions.

**This system enables you to increase your knowledge about your job and performance. For example: it can give you information about how people rate current performance, what they expect of you and how important certain behaviours are to your job.**

## Primary Objectives

- To develop an awareness of your relative influence and effectiveness with others.
- To develop a self-directed strategic plan for working more effectively with others.

## By Enabling You To

- Analyse and process your feedback.
- Understand the consequences of your behaviour.
- Identify what you could be doing differently to maximise your working relationships with others by creating self-directed action plans.
- Identify content areas for follow-up, skill-building, training and development.

# The Competencies

## Task Skills

### Decision Making

### Drive / Self Motivation

Display of determination and commitment to achieving success.

### Planning and Organising

### Problem Solving

Able to identify, define and resolve problems.

## Skills with People

### Communication

### Networking and Relating

Building effective relationships with others.

### Persuading

### Teamworking

### Influencing

Provides inspiration and an example to others.

## Professional / Functional Skills

### Professional / Functional skills

## Use of Technology

### Use of Technology

# The Rating Scale

As a reminder, the scale that was used by respondents for the questionnaire is shown below:

## Performance

- 6 Supremely effective area
- 5 Strong area, done well
- 4 Competent area
- 3 Minor shortfall requiring some development
- 2 Weak area requiring development
- 1 Ineffective area, done very badly
- U Unable to comment

# Introduction to Competency Overview Graph

This demonstrates your overall scores against each of the main competency areas. These scores are the average over all the respondents, including yourself.

The final graph shows the combined overall score for all the competency areas.

**Avs** is the average score and corresponds with the bar length.

- a high number means that on average you were rated highly for that statement.
- a low number means that the competency is not seen often by respondents.

**N** shows the number of respondents who answered the question.

**Ags** shows the degree to which people agreed about your performance.

- a number close to 0 means that there was little agreement between the different respondents' ratings.
- a number close to 1 shows a consensus of opinions from the different respondents.

**NR** means no responses.

**AP** means anonymity protection i.e. if fewer than a specified minimum number of people from a particular group have responded, the score is not shown to protect anonymity.

The competencies are shown in ranking order based on the respondent average.

# Competency Overview Graph

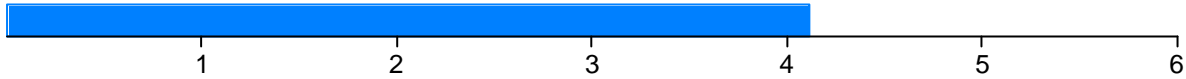
## Tessa Test

### Use of Technology



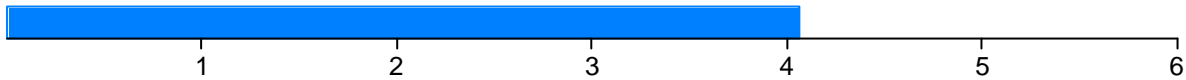
Avs N Ags  
4.39 8 0.38

### Drive / Self Motivation



4.11 9 0.33

### Professional / Functional skills



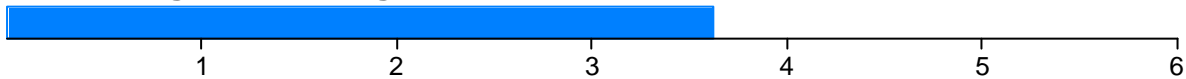
4.07 9 0.33

### Planning and Organising



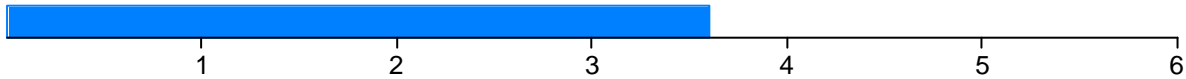
3.91 9 0.45

### Networking and Relating



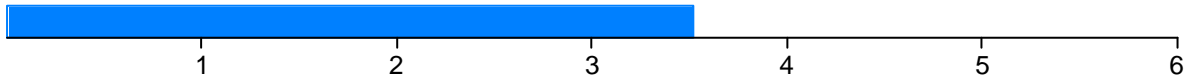
3.62 8 0.38

### Problem Solving



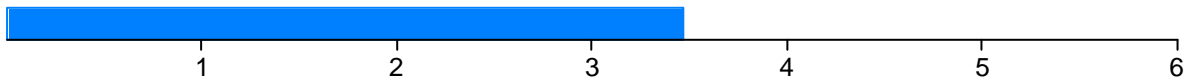
3.60 8 0.39

### Decision Making



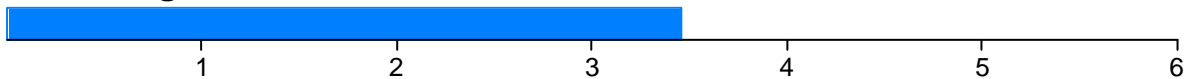
3.52 8 0.41

### Communication



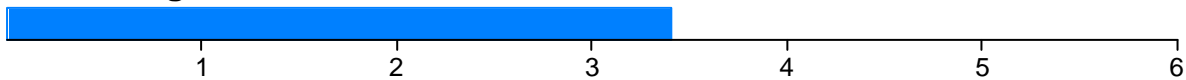
3.47 8 0.36

### Influencing



3.46 8 0.38

### Persuading



3.40 8 0.32

Avs - Average Score N - Number of Responses Ags - Agreement Score

NR - No Response AP - Anonymity Protected

# Competency Overview Graph

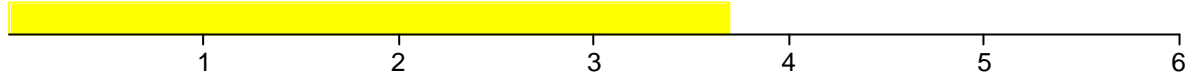
## Tessa Test

### Teamworking



Avs N Ags  
3.27 8 0.38

### Composite



3.70 8 0.36

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Avs - Average Score N - Number of Responses Ags - Agreement Score  
NR - No Response AP - Anonymity Protected

# Introduction to Question Overview Graph

This report shows how you have been rated at the Competency and Question level. These scores are the average over all your respondents, including yourself. The responses are represented by a set of bars on the left of the page and in numerical format in the columns on the right.

**Avs** is the average score and corresponds with the bar length.

- a high number means that on average you were rated highly for that statement.
- a low number means that the competency is not seen often by respondents.

**N** shows the number of respondents who answered the question.

**Ags** shows the degree to which people agreed about your performance.

- a number close to 0 means that there was little agreement between the different respondents' ratings.
- a number close to 1 shows a consensus of opinions from the different respondents.

**NR** means no responses.

**AP** means anonymity protection i.e. if fewer than a specified minimum number of people from a particular group have responded, the score is not shown to protect anonymity.

The competencies and questions are shown in ranking order based on the respondent average.

# Introduction to Detailed Information

This report shows how you have been rated at the Competency and Question level by each of the different respondent (or rater) types. The responses are represented by a set of bars on the left of the page (where the respondent type is shown within the bar in each case) and in numerical format in the columns on the right. The last bar on each graph shows the average over all the respondents, including yourself.

**Avs** is the average score and corresponds with the bar length.

- a high number means that on average you were rated highly for that statement.
- a low number means that the competency is not seen often by respondents.

**N** shows the number of respondents who answered the question.

**Ags** shows the degree to which people agreed about your performance.

- a number close to 0 means that there was little agreement between the different respondents' ratings.
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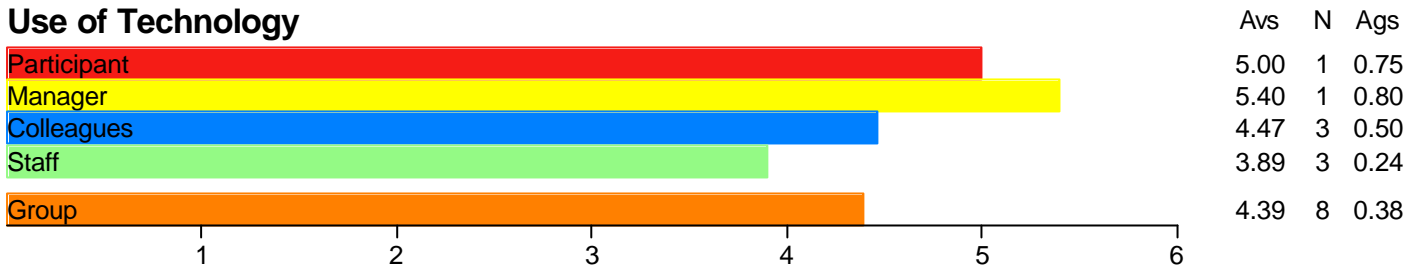
**AP** means anonymity protection i.e. if fewer than a specified minimum number of people from a particular group have responded, the score is not shown to protect anonymity.

The competencies and questions are shown in ranking order based on the respondent average.

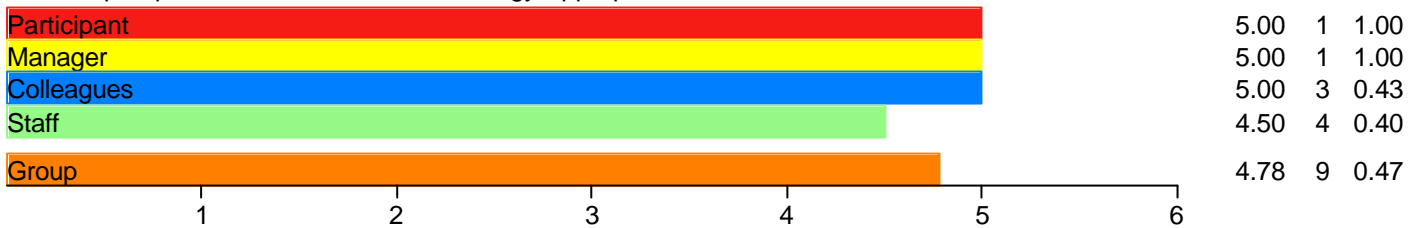
# Detailed Information

## Tessa Test

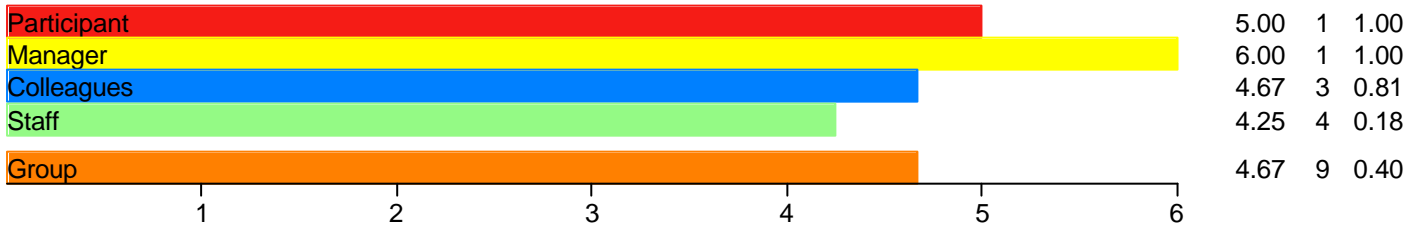
### Use of Technology



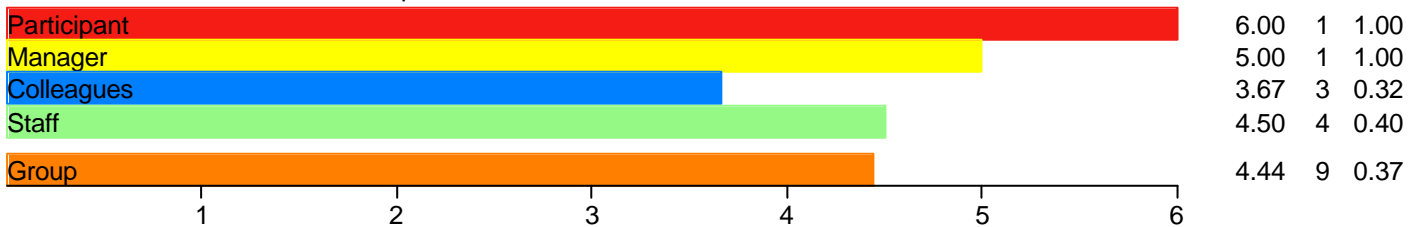
### 53. Keeps up to date on business technology appropriate to their work



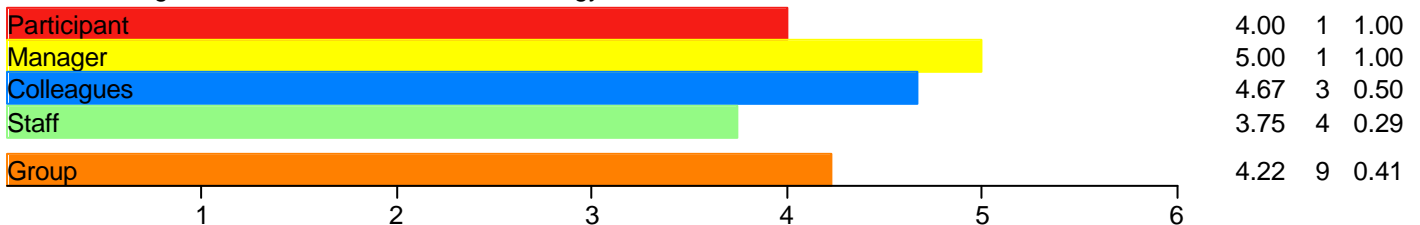
### 54. Uses communication technology appropriately



### 55. Seeks advice when technical problems occur



### 57. Encourages others to use business technology



Avs - Average Score   N - Number of Responses   Ags - Agreement Score  
 NR - No Response   AP - Anonymity Protected

# Introduction to Open Ended Answers

You and your respondents also had the opportunity to write comments on your performance in the Feedback Questionnaire.

These comments have been quoted verbatim.

Compare the comments with the charts you have already read. Do they reinforce the ratings you have received? Do they add any information about your performance?

# Open Ended Answers

**What is the area I would most like this person to change?**

**Participant**

test

**Others**

test

test

## What do I admire most about this person's work?

### Participant

test

### Others

test

test