

Appraisal360 feedback reports explained

An Appraisal360 feedback report is a valuable addition to anyone's personal development plan. A clear, simple and superb looking document that your people will be proud to own.

Your feedback report is central to helping you get the best from the 360 degree feedback process and we think that clear and simple is best. So just like the rest of the Appraisal360 system your report has been designed to make it as easy to use as possible. We think it's important that you can really **feel** what people are saying to you and not to lose the message by attempting too much complex - or misleading - analysis. So your 360 feedback report is in straightforward, easy to understand sections.

Section 1. Spider Diagram



- Graphical overview of the main competencies.
- Easy to understand at-a-glance.
- Compares your self perception with the feedback from your respondents.

Section 2. Competency Summary



- Overview of the main competencies.
- Graphical and numerical overview.
- Compares at-a-glance your self perception with the feedback from your respondents.
- Sequenced with the highest score at the top and the lowest at the bottom.

Section 3. Competency Detail - repeated for each competency



- Breaks down each competency in turn to show underlying detail.
- Self score, average feedback score and individual responses for each question.
- Individual responses presented in a random order to preserve anonymity.
- Individual responses colour coded to show responder groups.
- Shows highest score at the top, lowest at the bottom

Section 4. Free Text Questions



- Free format written comments.
- Compares feedback with appraisee's own thoughts.
- Brings out good points and bad points equally.
- Comments reproduced in a random order to help preserve anonymity.

Section 5. Highlights and Lowlights



- Identifies the five highest and five lowest scoring behaviours overall.
- Provides a starting point for discussion.

Your Appraisal360 Workbook - online learning materials



Each report comes along with a workbook which:

- Explains the 360 feedback process and how to get the best from it.
- Tells you how to operate the system.
- Helps you to interpret your report.
- Has action planners to help you plan how best to use your feedback.
- Use this to help analyse your report and develop your action plan. When you've finished you can add it into your Personal Development Plan.

Your report can be downloaded as soon as the last questionnaire has been completed - and because it's generated online you can update it at any time. If you want to add an additional respondent you can - and your report will be re-generated once he or she has completed.

Learn more by visiting our website at:- http://www.appraisal360.co.uk/sample_reports