

What you need to know about taking a 360-degree assessment



Used for leader development purposes



Rater feedback is completely anonymous using an online questionnaire-based survey in the Qualtrics program



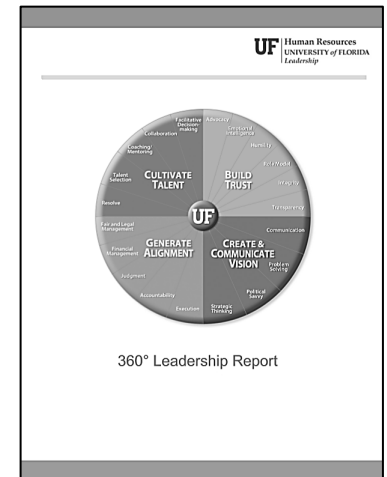
Questionnaire aligns with the [UF Leadership Competency Model](#)



Simple 3-step process

- Complete a spreadsheet template with 15-30 raters to invite; include manager, direct reports, colleagues
- Take the self-assessment
- Schedule a consultation to debrief the report with one of our coaches and develop an action plan

Would you say this leader...						
	Rarely	Sometimes	About half the time	Most of the time	Consistently	× N/A
Supports fair treatment for all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Champions an idea or position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports opportunity for all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behaves ethically in business activities and decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively manages relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Controls emotions in a positive way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds appropriately to other's feelings and perspectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Process Explained

- **Step 1.** Complete a spreadsheet template with 15-30 raters to invite; include manager, direct reports, colleagues
- **Step 2.** You will receive an email template from our administrators that your assessment is set up with instructions on sending an email to the raters.

First Name	Last Name	Evaluator Email	Relationship to Subject
First	Last	email@ufl.edu	Manager
First	Last	email@ufl.edu	Manager
First	Last	email@ufl.edu	Manager
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Colleague
First	Last	email@ufl.edu	Colleague
First	Last	email@ufl.edu	Direct Report
First	Last	email@ufl.edu	Colleague
First	Last	email@ufl.edu	Colleague
First	Last	email@ufl.edu	Colleague

Your UF Leader 360 assessment has been set up in the system. Please follow the steps below to complete this process.

- 1.) Send an email to your list of raters to notify them of your request for participation. To assist, a sample email has been included below. They will receive an email invitation from the system to complete this tomorrow morning at 8:00 am.
- 2.) You should soon receive a system-generated email to complete your self-assessment. Set aside about 15-20 minutes to reflect on your leadership skills in the identified areas as you complete this (deadline- Friday, November 13th, 5 pm).

Sample email to send to your participant group:

Subject: Request for Feedback

I am participating in a 360° leadership assessment and would like to invite you to provide me with feedback. I see this assessment as an opportunity to improve my leadership skills. You will receive an email in the next few days titled "Evaluator Invite". This email will provide you with the link for the assessment as well as your login details. The deadline for completing this assessment is **Friday, November 13th** at 5:00 pm.

All feedback will remain **anonymous** except for that of my immediate supervisor. If you have any questions regarding the assessment or process, please contact Tricia Bachus at tbachus@ufl.edu.

Thank you in advance for your time.

- **Step 3.** Take the self-assessment by following the link provided to you.
- **Step 4.** The administrators will monitor the response rate and if more responses are needed, a system message will be sent to the raters notifying them to complete by the deadline.
- **Step 5.** Once the assessment period is over, the survey will close.
- **Step 6.** You will be contacted to set up your consultation to debrief your report.
- **Step 7.** Create a leadership action plan.