Assessment matrix

Once the participants have been assigned to departments and superiors, the participants who will mutually assess each other will be automatically determined in the assessment matrix. If you would like your own assignment of assessments, you can also change these settings manually in the assessment matrix.

- / This ange / This append / Hala	Title of m	mur 260 dagraa faadt	arch 2018 📝		4.0
	Duration: Tuesday, July 3, 20	18 12:00:00 AM - Wedr	nesday, July 11, 2018 1	12:00:00 AM	
Selection of participants:				D I	🎂 🖓 ୯ 📋 😋
Name of assessor/appraisee	Personnel No.	Department	Relation	Action	Comment for the check
Anderson, Phoebe	PN002	Marketing	Assessor	© . 🔹 📥	
 Azikove, Teyo 	PN005	Marketing	Assessor	8 • 4	
> Boss, Big	PN001	Management	Assessor	🛛 🔹 🌲	
> De Waal, Marefie	PN229	Management	Assessor	8 • 4	
Deniz, Mehmet	PN018	Production	Assessor	© . 4	
> Green, Emme	PN087	Haman Resources	Assessor	8 * *	
Jacobson, Marc	PN020	Management	Assessor	©	
Karim, Dmar	PN073	Product Management	Assessor	0 • 4	
Mansoor, Leyla	PN084	Human Ressources	Assessor	©	
> Martin, Estable	PN057	Product Management	Assessor	0 • 4	
Moreau, Auréle	PN012	Office Management	Assessor	©	
Papandreou, Georgios	PN004	Production	Assessor	©	
> Simon, Céline	PN003	Production	Assessor	© • •	
Voigt, Marlene	PN082	Haman Resources	Assessor	©	
> meland, Jasmin	PN069	Product Management	Assessor	© • •	
> Young Lennox	PN015	Marketing	Assessor	©	

The entire tree for the assessment matrix is opened

Add participant (assessor): Only those people from the participant list who were not previously

included in the assessment matrix or deleted from it () are displayed in the selection list. When more participants are added, the relations for the assessment are automatically formed from the assignment of participants to departments and superiors. If no participants have been deleted in the assessment matrix, no name appears in the selection list because all participants from the participant list have already been mapped in the assessment matrix.

Export: Memory function in the evaluation matrix is possible in the formats Excel, CSV and XML

The assessment matrix is automatically regenerated due to the assignment of participants to departments and superiors; manual changes are discarded

Add assessment: Only those participants who have not yet assessed the person (assessee) selected are displayed. In this way, cross assessments to other departments can be made.

Delete assessment: Deletion of individual assessments for assesses

Even the second second text and associated assessments

Show assessor: Display of a participant and his/her assessors

Both participants assess each other

Neither participant assesses the other

	Title of su Duration: Tuesday, July 3, 20	rvey: 360-degree feedb 18 12:00:00 AM - Wedr	oack 2018 🕼 tesday, July 11, 201	18 12:00:00 AM	
ielection of participants:	Personnel No.	Department	Relation	CD & & C	
> Anderson, Phoebe	PN002	Marketing	Assessor	Intersteen Stressed	r occurred in the person
Azikiwe, Tayo	PNDDB	Marketing	Assessor	At least or evoluted	e other person must be
> Boss, Big	PN001	Management	Assessor	0 	
> De Waal, Maretke	PN029	Management	Assessor	0 * 	
> Deniz, Mehmet	PN018	Production	Assessor	8 * 	
> Green, Ernma	PN087	Human Ressources	Assessor	0 * 	
 Jacobson, Marc 	PN020	Management	Assessor	8 * 	
> Karim, Omar	PN073	Product Management	Assessor	0 • b	
 Mansooc Leyla 	FN084	Human Ressources	Assessor	0 🔹 🛦	
> Martin Estelle	PN067	Product Management	Assessor	0 • b	
 Moreau, Aurélie 	PN012	Office Management	Assessor	0 🔹 📥	
 Papandreou, Georgios 	PN004	Production	Assessor	0 • b	
> Samon, Odine	PN003	Production	Assessor	0 👁 📥	
 Voigt, Marlene 	PN082	Human Ressources	Assessor		
> Weland, Jasmin	PNDER	Product Management	Assessor	🗢 o 🔹 🚣	
A Wester Lancey	ENIT 1	Madastine	Accessory	The evaluation matrix is invalid. 3 of comments for the check (so	Prease note the to crolling may be rea

Assessment matrix

An example including an error display in the comment for the check: At least one other person must be evaluated

 Young, Lennox 	PN015	Marketing	Assessor	0 🔹 📥	Errors have occurred in the persons assessed
Anderson, Phoebe	PN002	Marketing	Assessment superior	• •	
Azikiwe, Tayo	PND08	Marketing	Assessment colleague	• 0	
Young Lennox	PN015	Marketing	Self-assessment	• 0	Person must be evaluated by at least two others.

Once the drop-down menu has been opened, the entire error message can be seen

In this case, there are the following options:

- Remove Lennox Young from the assessment matrix
- Go to the assessors who have still to assess the person assigned the error message. Currently
 there are fewer than two assessors who have specified Lennox Young in their assessment list.
 Option: Go to Tayo Azikiwe (Marketing) and let him assess his colleague Lennox Young.

Name of assessor/appraisee	Pers	ornd No.	Department	Relation		Action		in .	Comment for the check
 Anderson, Phoebe 	PN002		Marketing	Assessor	۲		4.		Errors have occurred in the persons assessed
Azikiwe, Tayo	PN008		Marketing	Assessor	۲		4.		At least one other person must be evaluated.
> Boss, Big	PN001		Management	Accessor	۲		4		
> De Waal, Mareke	PN029	Add assessr	۲		4				
> Deniz, Mehrnet	PN018		۲		4				
> Green, Emma	PN087	Add an assess	۲		4				
 Jacobson, Marc 	PN020	Young, Lenne	۲		4				
> Karim, Omar	PN073	Papandreou, Georgios (PN204)			۲		4		
 Mansoor, Leyla 	PN084	Simon, Céline (PN003)		Cancel	۲		4.		
> Martin, Estelle	PN057	Voigt, Marlene (PNDE2)		Assessor	۲		4.		
> Moreau, Aurélie	PN012			Assessor	۲		4.		
> Papandreou, Georgios	PN004	Within a second	Assessor		۲		4.		
> Simon, Céline	PN003	Young Lance	((PN015)	Assessor	۲		4		

NB

If you make any changes to the participant list after you have saved the assessment matrix, such as changing a name, e-mail address or personnel number, these changes to the assessment matrix are adopted and do not have to be edited.

If you make any changes to the participant list after you have saved the assessment matrix, such as changing the personnel number of the superior or changing the department, these changes to the assessment matrix are adopted and do not affect the previous assignment of assessments. This means that the changed participants have to be transferred manually to other departments' assessments because their assessments may no longer be correct.

However, it is also possible to completely regenerate the assessment matrix using . All the changes made up to this point are then lost.

