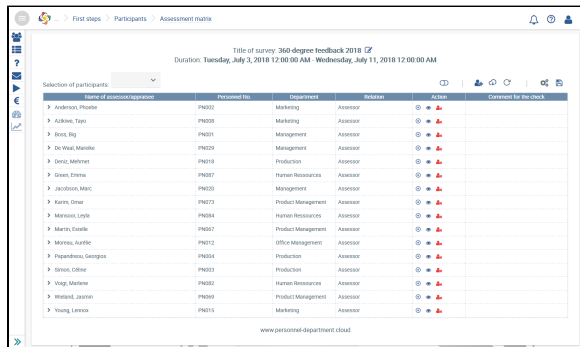


# Assessment matrix

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.



The screenshot shows the 'Assessment matrix' interface. At the top, it displays the survey title 'Title of survey: 360-degree feedback 2018' and the duration 'Tuesday, July 3, 2018 12:00:00 AM - Wednesday, July 11, 2018 12:00:00 AM'. Below this is a table with columns: 'Name of assessment participant', 'Personnel ID', 'Department', 'Superior', 'Action', and 'Comment for the check'. The table lists 15 participants, each with a unique Personnel ID and assigned to a department and superior. The 'Action' column contains icons for adding, deleting, and assessing. The 'Comment for the check' column is currently empty.


Name of assessment participant	Personnel ID	Department	Superior	Action	Comment for the check
Andersen, Phoebe	PM002	Marketing	Assessor	+	
Ashwin, Taji	PM008	Marketing	Assessor	+	
Boss, Big	PM001	Management	Assessor	+	
De Vries, Marthe	PM029	Management	Assessor	+	
Douglas, Andrew	PM019	Production	Assessor	+	
Evans, Emma	PM007	Human Resources	Assessor	+	
Jacobson, Matt	PM030	Management	Assessor	+	
Karin, Omar	PM073	Product Management	Assessor	+	
Marshall, Lyle	PM004	Human Resources	Assessor	+	
Martin, Corale	PM027	Product Management	Assessor	+	
Marquez, Aurelio	PM012	Office Management	Assessor	+	
Penabazco, George	PM006	Production	Assessor	+	
Servin, Corale	PM023	Production	Assessor	+	
Vogel, Marlene	PM002	Human Resources	Assessor	+	
Wendland, Jaron	PM009	Product Management	Assessor	+	
Young, Lennox	PM015	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 assessee



Delete participant and associated assessments



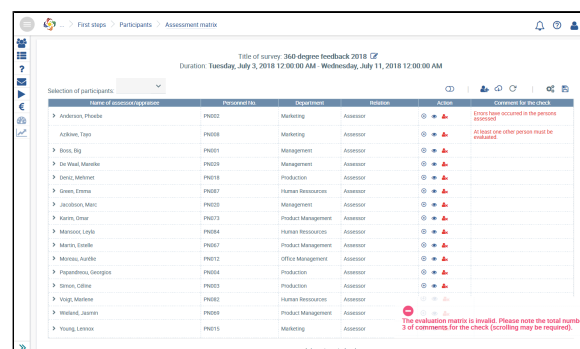
Show assessor: Display of a participant and his/her assessors



Both participants assess each other



Neither participant assesses the other



The screenshot shows the 'Assessment matrix' interface with the same table as before. However, some participants are now highlighted in red, indicating they have been deleted or are no longer active. A red banner at the bottom of the table states: 'The evaluation matrix is invalid. Please note the total number 3 of comments for the check (scrolling may be required)'. The 'Action' column for the highlighted participants shows a red X icon instead of the plus sign.

Name of assessment participant	Personnel ID	Department	Superior	Action	Comment for the check
Andersen, Phoebe	PM002	Marketing	Assessor	+	
Ashwin, Taji	PM008	Marketing	Assessor	+	
Boss, Big	PM001	Management	Assessor	+	
De Vries, Marthe	PM029	Management	Assessor	+	
Douglas, Andrew	PM019	Production	Assessor	+	
Evans, Emma	PM007	Human Resources	Assessor	+	
Jacobson, Matt	PM030	Management	Assessor	+	
Karin, Omar	PM073	Product Management	Assessor	+	
Marshall, Lyle	PM004	Human Resources	Assessor	+	
Martin, Corale	PM027	Product Management	Assessor	+	
Marquez, Aurelio	PM012	Office Management	Assessor	+	
Penabazco, George	PM006	Production	Assessor	+	
Servin, Corale	PM023	Production	Assessor	+	
Vogel, Marlene	PM002	Human Resources	Assessor	+	
Wendland, Jaron	PM009	Product Management	Assessor	+	
Young, Lennox	PM015	Marketing	Assessor	+	


# Assessment matrix
















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

Young, Lennox	FN6015	Marketing	Assessor	 	Errors have occurred in the persons assessed
Anderson, Phoebe	FN6002	Marketing	Assessment superior		
Azikiwe, Tayo	FN6008	Marketing	Assessment colleague		
Young, Lennox	FN6015	Marketing	Self-assessment		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:


1. Remove Lennox Young from the assessment matrix 
2. 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 assessment participant	Personnel No.	Department	Assessor	Assess	Comments for the check
Anderson, Phoebe	FN6002	Marketing	Assessor	 	Errors have occurred in the persons assessed
Azikiwe, Tayo	FN6008	Marketing	Assessor	 	At least one other person must be evaluated
Beck, Big	FN6001	Management	Assessor		
De Wit, Mandy	FN6009				
David, Mahmet	FN6018				
Green, Emma	FN6007				
Jacobson, Marc	FN6003				
Kahn, Omar	FN6005				
Morales, Lydia	FN6004				
Martin, Estelle	FN6002				
Morales, Aurelie	FN6012				
Papadopoulos, Georgios	FN6004				
Simon, Odine	FN6002				

### 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.

Then click on  .