

Assessment overview

Please enter your own assessment of colleagues, superiors or staff on this page.

You can interrupt your assessment at any time and return later to continue the assessment. However, it is advisable to take some time for the assessment and to complete it in one session. In this way, the results are most informative.

To assess a person, just click on the appropriate row and you will be transferred to the relevant questionnaire.

The screenshot shows a web interface for a self-assessment. At the top, it says 'Participate in a survey' and 'Assessment overview'. The title of the survey is '360-degree feedback 2018', dated Thursday, July 5, 2018 3:17:40 PM. The assessment is dated Wednesday, July 11, 2018 12:00:00 AM. The assessment is for 'Phoebe Anderson (Self assessment)'. The questionnaire is divided into two blocks. Block 1, 'Representative of the company', has four questions with five rating options: 'Way below average', 'Slightly below average', 'Average', 'Slightly above average', and 'Way above average'. Block 2, 'Dealing with customers', has three questions with the same rating options. At the bottom, there are buttons for 'Previous assessment', 'Next assessment', 'Save this assessment', and 'Save and send this assessment'.

View of the questionnaire as a self-assessment

The screenshot shows a web interface for an assessment by a colleague. The title of the survey is '360-degree feedback 2018', dated Thursday, July 5, 2018 3:17:40 PM. The assessment is dated Wednesday, July 11, 2018 12:00:00 AM. The assessment is for 'Phoebe Anderson (Assessment colleague)'. The questionnaire is divided into two blocks. Block 1, 'Representative of the company', has four questions with five rating options: 'Way below average', 'Slightly below average', 'Average', 'Slightly above average', and 'Way above average'. Block 2, 'Dealing with customers', has three questions with the same rating options. At the bottom, there are buttons for 'Previous assessment', 'Next assessment', 'Save this assessment', and 'Save and send this assessment'.

View of the questionnaire as an assessment by a colleague (only limited questions)

The questionnaire that has been selected opens and again displays the overview of assessees and the relationship (colleague, employee, superior, self-assessment) between the participants and the assessor. Now you can simply select the appropriate answers and click in the relevant circle.

You have the following options:

1. **Save this assessment**

Only partially complete the questionnaire and **save this assessment**

In this way, you can interrupt your assessment, save the preliminary results and return later to continue the assessment. The answers have not yet been sent to the HR department.

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2. **Save and send this assessment**

Fill out the questionnaire completely and **save and send this assessment**

This is only possible if all the questions have been answered.

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Assessment overview


Once the questionnaire has been completed, please return to the assessment overview to select the next questionnaire.

At this point, the assessments will be displayed as well as an overview for each block of questions with the following scores:

-2	Way below average	★☆☆☆☆
-1	Slightly below average	★★☆☆☆
0	As expected	★★★☆☆
+1	Slightly above average	★★★★☆
+2	Way above average	★★★★★
-	No score is possible (this score is not included in the calculation of averages).	

- Fill out the assessment completely, **save this assessment** and send all the completed questionnaires collectively by clicking on **Send assessments**.



Status	Assessment type	Name of the candidate of staff in the assessment	Assessment block	Scoring with
❌	Assessment register	Karl, Rg	★★★★★ 1.4	★★★★★ 1.5
❌	Assessment colleague	Dr. H. H. H. H. H.	★★★★★ 1.3	★★★★★ 1.5
❌	Assessment colleague	J. J. J. J. J.	★★★★★ 0.7	★★★★★ 1.5
✅	Assessment colleague	Karl, Rg	★★★★★ 0.3	★★★★★ 0.5
✅	Assessment colleague	M. M. M. M. M.	★★★★★ 1.0	★★★★★ 1.5
✅	Assessment colleague	M. M. M. M. M.	★★★★★ 1.0	★★★★★ 1.5
✅	Assessment colleague	S. S. S. S. S.		
✅	Assessment colleague	A. A. A. A. A.		
✅	Assessment colleague	T. T. T. T. T.		
✅	Assessment colleague	A. A. A. A. A.		

Status  means that the survey has been completed but can still be edited because it has not been sent to the HR department. All the questionnaires with this status can be sent

Send assessments


collectively via and cannot be edited afterwards.

Confirmation dialog box: "Really send completed assessment now? Once sent, the assessments cannot be changed any more." Buttons: "Yes", "No".

The status changes from  to .

Status	Assessment type	Name of the candidate of staff in the assessment	Assessment block	Scoring with
❌	Assessment register	Karl, Rg	★★★★★ 1.4	★★★★★ 1.5
❌	Assessment colleague	Dr. H. H. H. H. H.	★★★★★ 1.3	★★★★★ 1.5
❌	Assessment colleague	J. J. J. J. J.	★★★★★ 0.7	★★★★★ 1.5
❌	Assessment colleague	Karl, Rg	★★★★★ 0.3	★★★★★ 0.5
❌	Assessment colleague	M. M. M. M. M.	★★★★★ 1.0	★★★★★ 1.5
❌	Assessment colleague	M. M. M. M. M.	★★★★★ 1.0	★★★★★ 1.5
❌	Assessment colleague	S. S. S. S. S.		
❌	Assessment colleague	A. A. A. A. A.		
❌	Assessment colleague	T. T. T. T. T.		
❌	Assessment colleague	A. A. A. A. A.		

At the end, you can download the assessments made by you via

 **Download own assessments (Excel)**