

What is the minimum number of participants for a department?

Assessments can only be made if there are at least three employees in a department so that each participant can be assessed by at least two other colleagues. Anonymity would not be ensured if only two employees work in a department because conclusions could be made about the assessor.

If a company has a lot of small departments that work closely together, it is advisable to combine these. To this end, a common superior has to be entered in the participant list.

For example:

Department	Employees	Role
Accounts receivable	A	Employee
Accounts receivable	B	Team Leader
Accounts payable	C	Employee
Accounts payable	D	Team Leader
Financial accounting	E	Head of Department

In the case above, it is not possible to assess the team leader since the team consists of only one employee. We advise not to use this definition but to adjust the superior as follows:

Department	Employees	Roles	Superior
Accounts receivable	A	Employee	E
Accounts receivable	B	Team Leader	E
Accounts payable	C	Employee	E
Accounts payable	D	Team Leader	E
Financial accounting	E	Head of Department	X

The employees A-D are assessed by each other as colleagues. The team leader cannot be assessed since the group is too small.