

Performance Management  
Survey

CONFIDENTIAL REPORT FOR

John Sample

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SURVEY DATE  
Jan 31, 2019

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SURVEY TYPE  
180 Survey

## INTRODUCTION

This report summarizes the results of the 180 Performance Review survey that was conducted to provide you with valuable feedback to aid in your personal development.

A variety of attributes and skills are analysed to enable you to not only better understand your perceptions of yourself, but also the perceptions of your manager.

Scores are determined by a five point scale:

**1 = Very Poor**

*Never demonstrates this skill - unacceptable*

**2 = Poor**

*Seldom demonstrates this skill - needs to improve*

**3 = Adequate**

*Sometimes demonstrates this skill - adequate but could improve*

**4 = Good**

*Usually demonstrates this skill - acceptable*

**5 = Outstanding**

*Always demonstrates this skill - consistently high level*

**NA = Not Applicable**

This Self Development Report contains the following sections:

**Executive Summary**

This summary is designed to assist you to quickly identify your strengths and development areas. The Competency Group Summary provides a visual representation of your manager's and your scores to assist you to quickly identify gaps in expectations. The last section provides a guide as to the areas that appear to be your opportunities and potential development areas.

**Respondent group alignment (Summary):**

In this section your scores are compared to your manager's and is very much the helicopter view that allows you to easily assess whether your perception of yourself is in alignment with the perceptions of your manager.

**Respondent group alignment (Detail):**

This section provides the detail of scores for each question.

**Respondent comments:**

You and your manager were requested to provide additional comments on the following

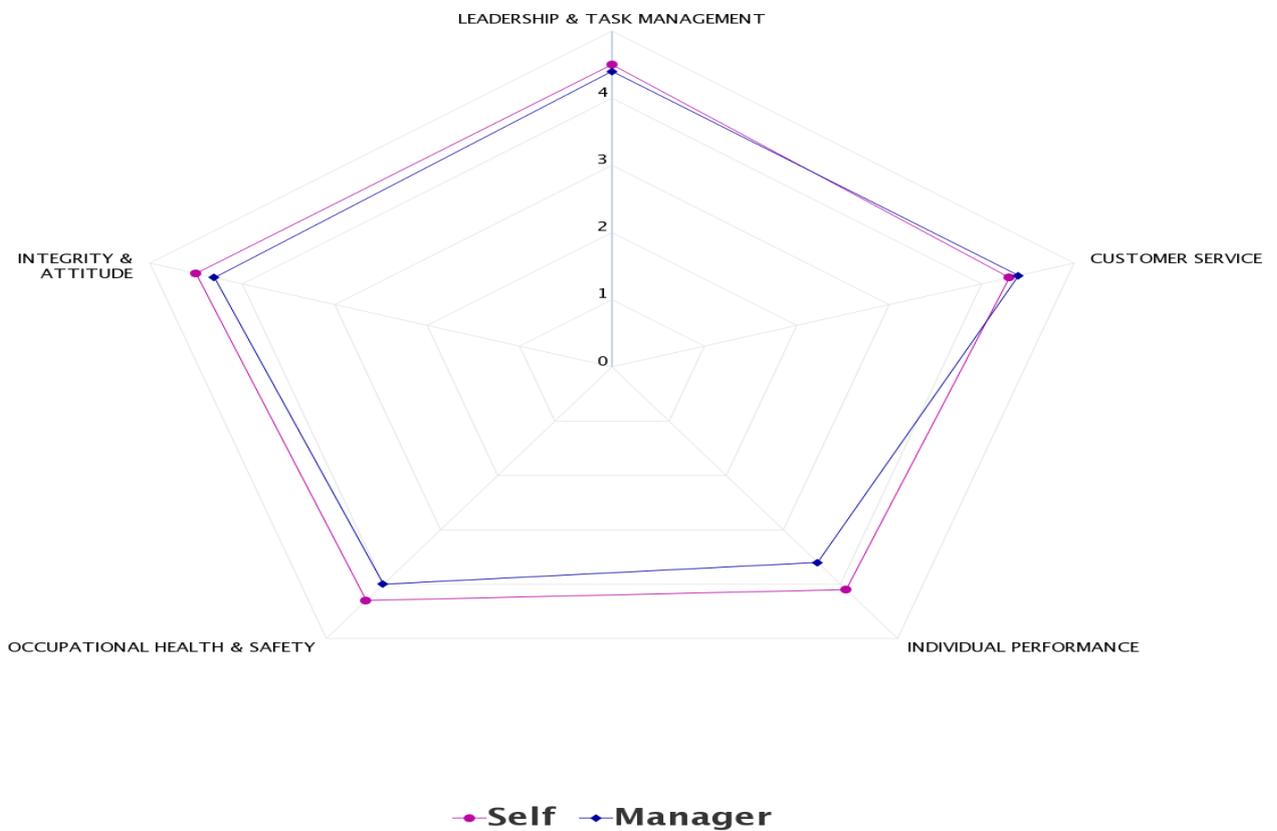
- What key achievements have been achieved since the last review?
- What future training and/or development, if any, do you think would be beneficial?
- Any other comments/observations you would like to make for future discussion?

As you review this report, keep in mind that most people exhibit both strong and weak abilities. No one does everything equally well. If you approach this report as a learning and self-development tool, this feedback will provide you with a catalyst toward increasing your success both in business and in your personal life.

## EXECUTIVE SUMMARY

### RESPONDENT GROUP OVERVIEW

1 x Self                      4.34    1 x Manager                      4.15



## COMPETENCY SUMMARY

### Strengths

- > LEADERSHIP & TASK MANAGEMENT
- > CUSTOMER SERVICE

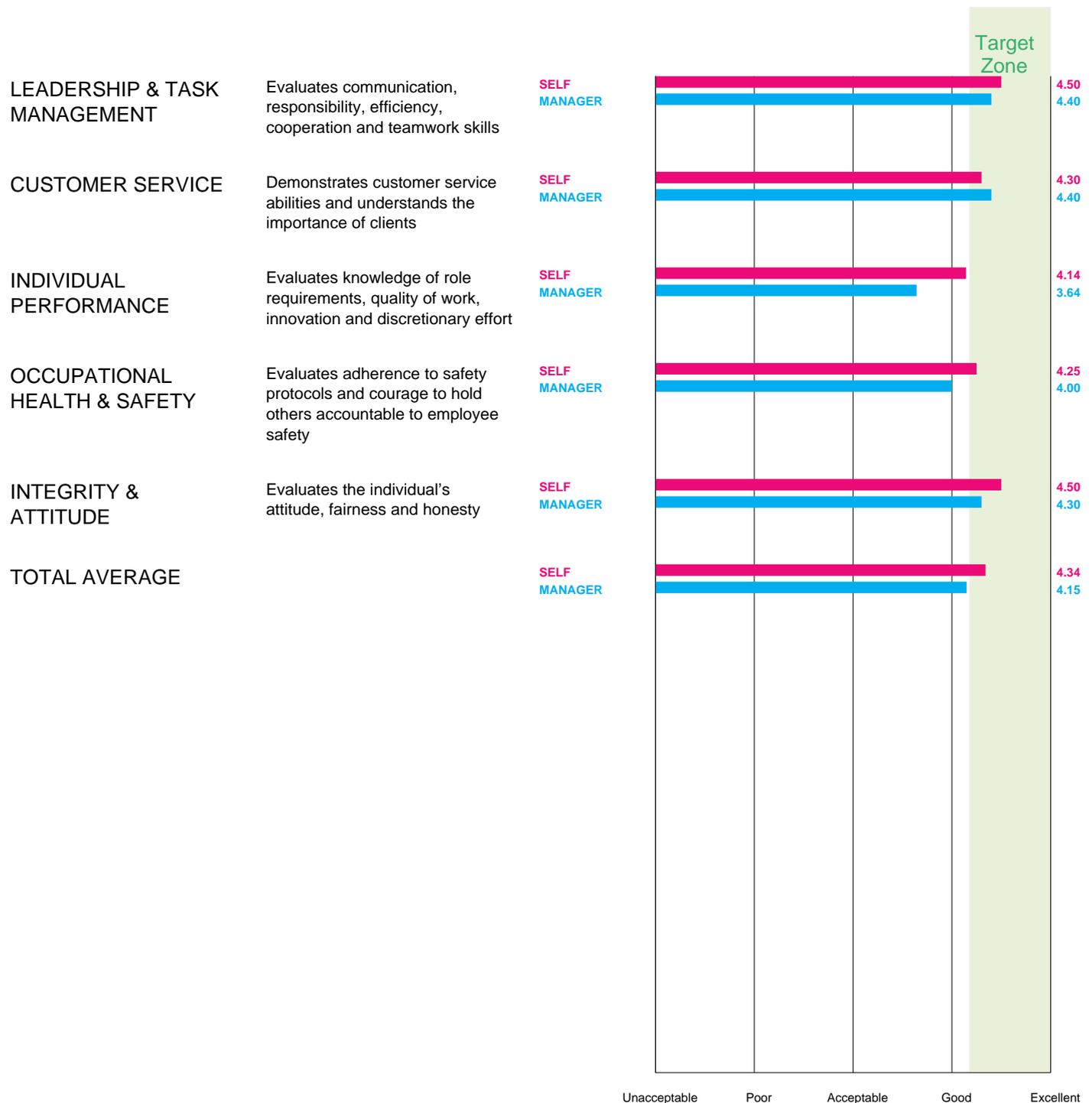
### Development Areas

- > INDIVIDUAL PERFORMANCE
- > OCCUPATIONAL HEALTH & SAFETY

## RESPONDENT GROUP ALIGNMENT (Summary)

In this section your average scores for each group of questions are compared to the average scores provided by your manager. This section is very much the helicopter view and allows you to easily assess whether your perception of yourself is in alignment with the perceptions of your manager.

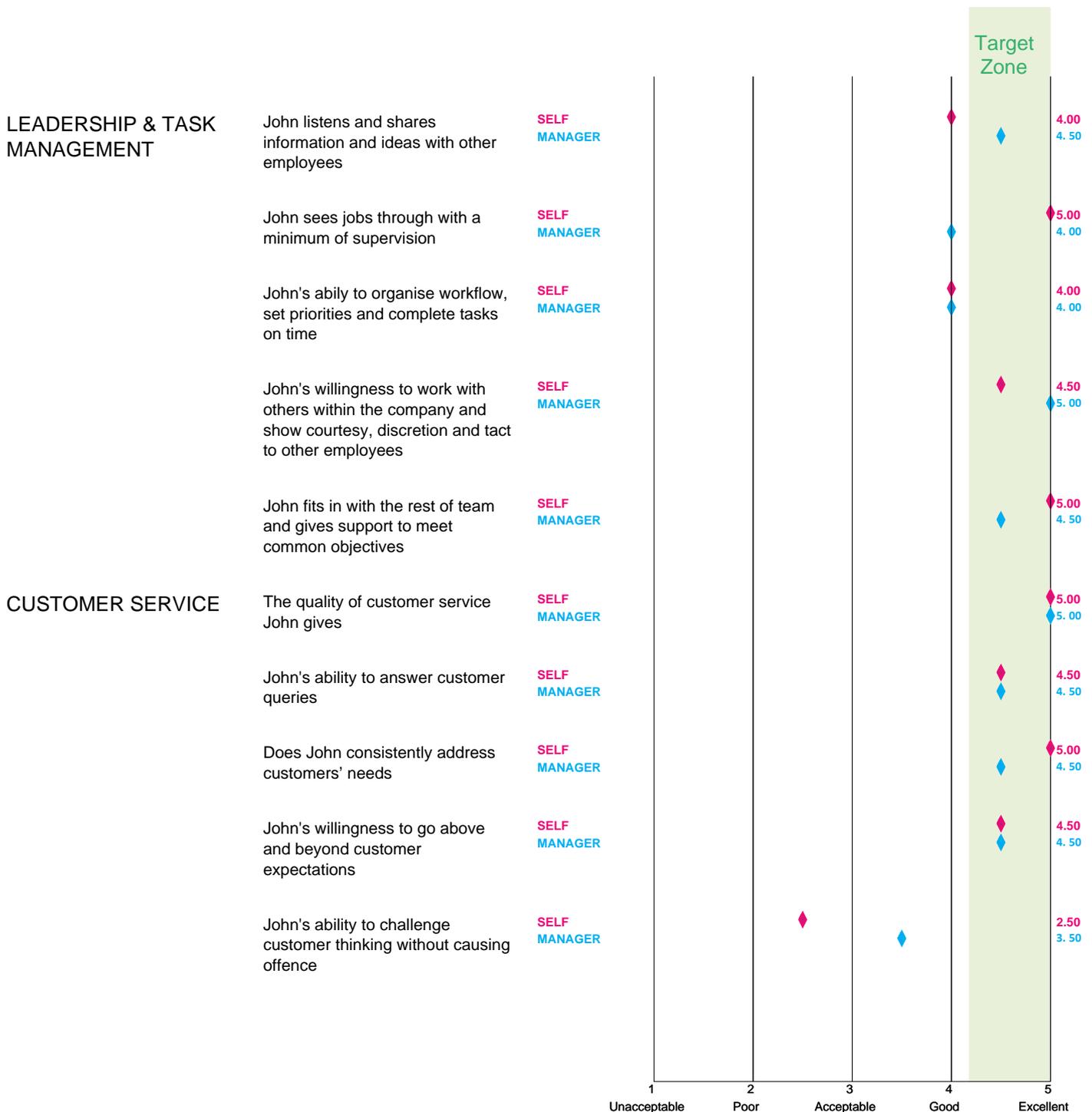
Keep in mind that the information provided is the constructive views of your manager. Use this information to identify those areas that you feel you can either improve or work on to become an even greater strength.



## RESPONDENT GROUP ALIGNMENT (Detail)

In this section your average scores for each group of questions are compared to the average scores provided by your manager. This section is very much the helicopter view and allows you to easily assess whether your perception of yourself is in alignment with the perceptions of your manager.

Keep in mind that the information provided is the constructive views of your manager. Use this information to identify those areas that you feel you can either improve or work on to become an even greater strength.



## RESPONDENT GROUP ALIGNMENT (Detail)

### INDIVIDUAL PERFORMANCE

John's knowledge of technical standards and procedures

SELF  
MANAGER

John's ability to perform and apply knowledge

SELF  
MANAGER

John's demonstration of attention to detail

SELF  
MANAGER

John's proven ability to make very few mistakes

SELF  
MANAGER

John takes action without being prompted

SELF  
MANAGER

John's capability of dealing with difficult situations

SELF  
MANAGER

The willingness to give that little bit extra, John goes above and beyond

SELF  
MANAGER

### OCCUPATIONAL HEALTH & SAFETY

John's knowledge of company WHS/OH&S policies

SELF  
MANAGER

John's adherence to safety procedures in the workplace

SELF  
MANAGER

John assesses risks and takes necessary precautions

SELF  
MANAGER

John's ability to convince other employees to follow safety procedures

SELF  
MANAGER

### INTEGRITY & ATTITUDE

Is John open, honest, fair and direct with others

SELF  
MANAGER

John looks for solutions to problems not blame others

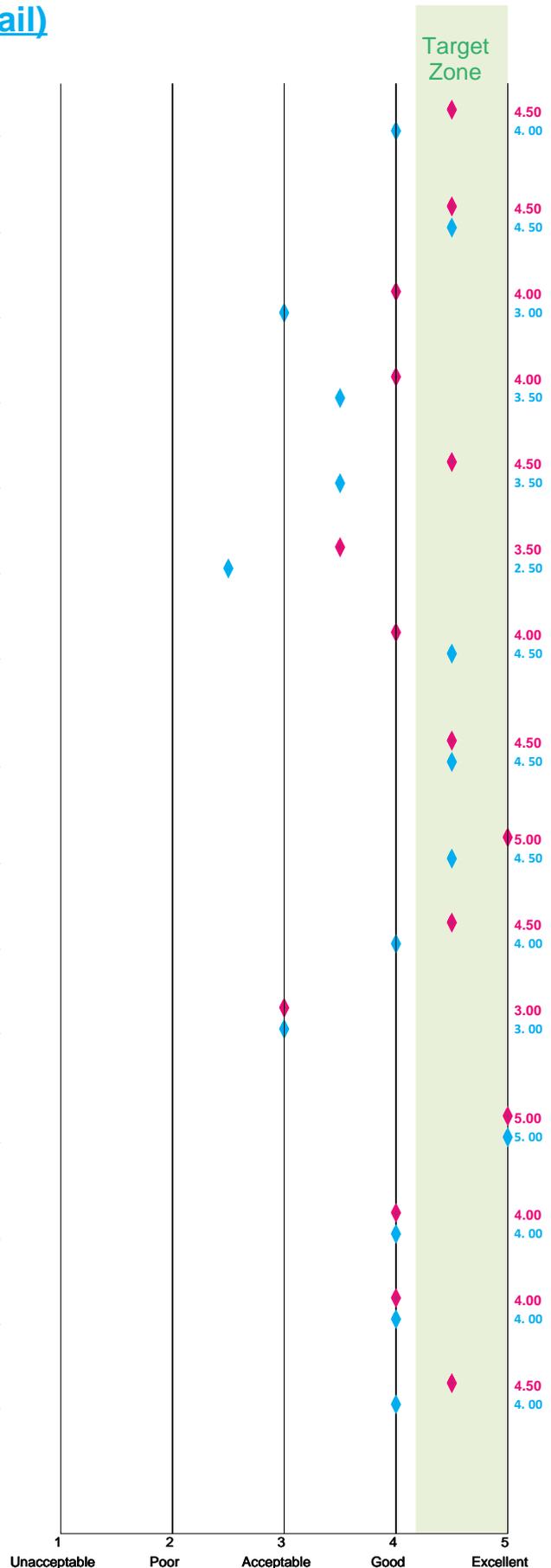
SELF  
MANAGER

John motivates and supports other employees when required

SELF  
MANAGER

John's ability to follow process and procedures and not take short cuts

SELF  
MANAGER



## RESPONDENT COMMENTS

You and your manager were requested to provide further comments on your key achievements, future training and/or development that would be beneficial and any other observations that would help you in your role. These comments are presented exactly as they were provided by your manager and yourself.

### **LEADERSHIP & TASK MANAGEMENT**

Please provide any other comments regarding John's leadership and task management skills:

#### **Self**

- Over the last six months I feel that I have displayed improved leadership skills and am looking for an increase in responsibility

#### **Manager**

- John needs to lead with more confidence, needs to back his views more

### **CUSTOMER SERVICE**

Please provide any other comments regarding John's customer service skills:

#### **Self**

- I am not sure how much I should challenge the views of my clients

#### **Manager**

- John needs to start telling clients what they need to know, not just what they want to hear

### **INDIVIDUAL PERFORMANCE**

Please provide any other comments regarding John's individual performance:

#### **Self**

- I feel that I am over achieving expectations

#### **Manager**

- John has had a good six months but he still has untapped potential. Needs to apply some greater attention to detail

## RESPONDENT COMMENTS

### OCCUPATIONAL HEALTH & SAFETY

Is there anything that John could do to make it safer for all employees?:

**Self**

- I do not think it is my place to tell others what they should be doing

**Manager**

- John needs to be more assertive when others are not following our WHS procedures

### OTHER COMMENTS

What have been the key achievements since the last review? What future training and/or development, if any, do you think would be beneficial? Any other comments/observations you would like to make?

**Self**

- Seven new clients and increase sales to five existing clients. Would like extra training in assertiveness

**Manager**

- Client acquisition and upselling has been on budget but there is opportunity to improve by spending more time prospecting

## SUMMARY

After you have had a chance to review your report, it is time to use this information to effect positive and beneficial change.

Below is a step-by-step guide to help you use this report so that you become more successful. To ensure positive change you should:

**KEEP DOING** the actions that make you a successful contributor, leader and/or manager

**STOP DOING** the actions that are limiting your true potential

**START DOING** the actions that will make you more effective and successful

We recommend that you do the following within the next two weeks:

1. Review your report and identify the two to four things that may be preventing you from achieving your true potential.
2. Develop an action plan that will help you address these areas (keep it simple).
3. Provide your manager with your action plan and ensure that he/she will support you with appropriate coaching & training.
4. Organize a review with your manager to measure progress and ensure that appropriate support is being provided to you.

We wish you all the best with your ongoing personal development and corporate success.