



Feedback Results  
Your CompanyName Here  
2024

Sample Empl

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Results Generated by HR-Survey

November 2024

# Introduction

## What you will find in this report

This report contains the results of the 360-degree feedback collected from a combination of yourself, management, and peers. These results are presented in a variety of formats to help you identify your strengths, areas for development, and areas where your ratings may diverge from those of the individuals providing you feedback. Please recognize the time and effort your respondents put into providing you with this feedback, be open to their opinions, and be willing to use their feedback as a starting point for your learning and development.

## Goals of the 360 Degree Feedback

1. Increased mindfulness
2. Greater awareness of the leadership and management competencies the company is seeking to develop
3. Greater clarity about strengths to build on and areas to improve
4. Improved goal-setting for personal and professional development
5. More frequent and open communication between yourself and others about what is working well and what needs to be improved
6. Increased comfort with seeking and receiving feedback
7. Increased comfort with giving feedback

## Receiving Feedback

Hearing from others how they perceive you is challenging for everyone, especially if their perceptions are different from your own. Remember that their feedback is as much about them as about you. At the same time, others' perceptions of you form the real basis of your relationships. It is a precious gift to learn from others how they perceive you, for with that information you can begin to improve your relationships and teamwork on a truly solid foundation. Give your emotional responses to the feedback time to evolve and settle down, then begin the process of making sure you understand what others are saying.

## What is Feedforward and What to Do with Your Feedforward

Feedforward is the reverse exercise of feedback. It's the process of replacing positive or negative feedback with future-oriented solutions. In simple terms, it means focusing on the future instead of the past. During the upcoming Leadership sessions, you will have an extended opportunity to work with your coach to interpret your feedback and to begin to prioritize improvements you want to make.

At the end of the sessions, you will have dedicated time to factor these priorities into other session learnings to set a few focused, high-leverage goals and begin to think about how you will pursue those goals.

After the sessions, you should work with your coach to work on that pursuit.

You are encouraged to communicate further with your respondents, both to clarify the meaning of the feedback they have given you and to solicit their support on your self-development journey. Even when people have not self-identified, you can conduct general conversations in which you share what you've learned and seek their further feedforward.

# Achievement

**Defintion:**

A consistent drive to set and attain challenging goals, a strong desire to improve performance, and a commitment to excellence. Individuals with high achievement orientation are often self-motivated, disciplined, and persistent. They seek out feedback, are adaptable, and have a strong work ethic; always striving to do better.

**Why it is important:**

Having an Achievement orientation focuses you on efficiently completing important work supporting the organization. This is achieved through setting challenging goals, measuring and tracking performance, taking calculated risks, learning new skills, and being motivated to complete a high volume of work.

**Statements for Level:**

Demonstrates a sense of urgency to quickly and accurately solve problems and issues.; Completed required training and certification.; Schedules time for self and others to optimize high priority and long term actions. Monitors progress towards business goals.; Inspires others to work with a sense of urgency.; Uses established goals and performance measures to keep track of performance.

**Provide any comments to help explain your answers.**

- \_\_\_\_\_ analyzes all situations before making a decision. Supervisor
- She communicates clearly, and is always willing to listen attentively. Peers
- \_\_\_\_\_ has grown and proven herself to be an effective leader in the imaging department. Peers
- \_\_\_\_\_ is a very supportive co-worker who is quick to assist others in need. She's a great teammate. Peers
- \_\_\_\_\_ seems to excel in her perspective of the organization as a whole, and how her departments contribute and support the organization, as well as how the organization lends support to us. Direct Reports
- She is approachable and easy to talk to. In every interaction she is honest, encouraging, a great listener, and very supportive. Direct Reports
- \_\_\_\_\_ is honest, does what she says she is going to do and can be counted on to be timely in her communication. Other

# Continual Improvement

**Defintion:**

A continual effort to improve ongoing workplace practices and products. Continuously seeking opportunities to improve efficiency of workplace processes.

**Why it is important:**

This is a critical skill set for achieving success in business by allowing you to provide solutions that are tailored to their specific challenges. This proactive approach can lead to increased customer and employee satisfaction and loyalty. This fosters a positive work environment allowing employees to feel more secure and valued in the organization.

**Statements for Level:**

Looks for ways to improve work processes and procedures.; Promotes training and development opportunities to enhance job performance.; Encourages an employee culture of continuous improvement to seek out better ways of doing things.; Open to the suggestions from others.; Looks for ways to expand current job responsibilities.

**Provide any comments to help explain your answers.**

- \_\_\_\_\_ conducts herself with a high level of integrity and respects honesty and integrity in the people she works with. Supervisor
- She continually ties things back to the department, and has made a great effort to engage staff through CIO lunches, brown bags, and events. Peers
- \_\_\_\_\_ has many responsibilities and at times needed direction is delayed as she sorts through her priorities. Responses via email can be slow, delaying action on my part while I wait direction. Peers
- She has deep technical expertise in a number of areas of human resource management. Peers
- \_\_\_\_\_ is a wonderful team member. . .has the gift of empathy and encouragement. She has a can do attitude when faced with projects/issues. Peers
- \_\_\_\_\_ sometimes struggles with clarity in her communication and her understanding of operational issues. Direct Reports
- She is continually looking for ways to improve our service to our customers. Direct Reports
- \_\_\_\_\_ is professional in communication verbally, but misses hearing some important items that are verbalized to her. Other

# Feedback

**Defintion:**

Accepts and provides evaluative or corrective information to improve performance.

**Why it is important:**

This is a critical skill set for achieving success in business by allowing you to provide solutions that are tailored to their specific challenges. This proactive approach can lead to increased customer and employee satisfaction and loyalty. This fosters a positive work environment allowing employees to feel more secure and valued in the organization.

**Statements for Level:**

Is visible and approachable.; Looks to others for input.; Considers other's opinion and suggestions.; Seeks feedback to enhance performance.; Open to the suggestions of others.

**Provide any comments to help explain your answers.**

- \_\_\_\_\_ does a good job of mentoring and developing her team and capitalizing on the talent of each individual. Supervisor
- She does not settle- but will continue a search until the right fit is found. Peers
- \_\_\_\_\_ has the talent to use different Leadership styles to fit the situation. Peers
- She has done a very good job of engaging the team in the common goal of achieving high quality outcomes. Peers
- \_\_\_\_\_ is always thinking about the customer/staff first. She is amazing in her ability to serve her teams and I think that the organization is well represented by her. Peers
- She is a great leader. Peers
- \_\_\_\_\_ tends to hold things tight. I would like to see her allow staff more participation and use their knowledge as a resource. Not only would this free up some of her time but encourage staff growth. Direct Reports
- She is fair but firm, she sees the good/bad in people and knows how to handle situations appropriately. Direct Reports
- \_\_\_\_\_ is the best employee the department has employed. Other

# Supervisory Skills

## Defintion:

Supervisors can create and sustain an engaging work environment; inspire and foster creativity, trust, and a positive workplace climate; make decisions and allocate resources; enforce discipline and conduct performance reviews. This is done by delegating tasks, resolving personnel issues, coordinating schedules and timelines, establishing good rapport with employees.

## Why it is important:

Supervisory skills are crucial for effective business operations. These skills are needed to ensure that work get done and is done properly and on time. Supervisory skills also contribute to creating a positive, productive work environment.

## Statements for Level:

Is a calming force during stressful periods.; Listens to the concerns of employees.; Encourages employees to take responsibility for mistakes.; Coaches and mentors others to achieve higher performance levels.; Uses disciplinary measures with the intent to guide and improve behavior, rather than to seek retribution.

## Provide any comments to help explain your answers.

- \_\_\_\_\_ effectively utilizes the talents of our team members and partnering with stakeholders ensures our continued success. Supervisor
- She focuses on the customer and how best to meet their needs. She clearly explains and sets her expectations of the staff and the goals we are striving for. Great customer experience is always at the center of everything we do. Peers
- \_\_\_\_\_ involves the members of the team in the interview process whenever we need to hire a new team member. She has hired individuals who have proven by their talents and strengths to be the best candidate. Peers
- She has far exceeded my expectations in transforming the position as it transitioned into one that encompassed more of the quality and safety role. Peers
- \_\_\_\_\_ is an excellent manager, our dept.is a good place to work with her as a boss Peers
- She is a natural and perfect fit for the CFO position. Peers
- \_\_\_\_\_ has made great visible improvements in her roles of communication, teamwork and engagement. She is creating a great presence in her position currently. Direct Reports
- She is open about encouraging professional development and when a team member hasn't quite hit the mark. This is important for a leader to be willing to step up and do! Direct Reports
- \_\_\_\_\_ is very approachable. She is able to get people to follow through and engage in their daily work. Other

# Communication Skills

## Defintion:

Communication skills mean being able to adapt your communication to the audience. To be available, attentive, open for feedback, responsive. To be clear, succinct, and effective. To be able to communicate with superiors and to coach subordinates. To share information in a professional and timely manner. To have expertise, energy, and persuasiveness.

## Why it is important:

Effective communication skills are essential for building strong relationships, fostering collaboration, and achieving organizational goals. They enable you to connect with others, share ideas, and drive positive outcomes.

## Statements for Level:

Gives clear and convincing presentations.; Open to receiving feedback from others.; Keeps the supervisor informed about achievements and milestones.; Confidently interacts with all tiers of the organization.; Conducts regular performance feedback discussions with individuals and teams

## Provide any comments to help explain your answers.

- \_\_\_\_\_ exercises a leadership style that consistently meets and exceeds the needs of customers, visitors, co-workers, etc. \_\_\_\_\_ is able to use all listed points under Elements of Improvement in a way that either provides a service to others or helps others that are providing direct help. \_\_\_\_\_ is also a great leader outside of the workplace providing educational classes to women on self defense and being aware of their surroundings. I have not worked with anyone like \_\_\_\_\_ who is so driven to serve others. \_\_\_\_\_ is a great mentor and example to those she supervises. Supervisor
- She has a talent for breaking through the bureaucracy of [CompanyName] administration and keeping her attention on improving her department. Peers
- \_\_\_\_\_ is a great communicator and challenges staff to look at process improvements. She is always available to assist with projects, initiatives and is available to assist with difficult situations in which managers and staff are faced with such as budgetary constraints as well as process improvement barriers. Peers
- She has hired good people, and developed strong relationship's with finance. Peers
- \_\_\_\_\_ is an outstanding leader. She offers great communication and staff allows know what is expected of them. Peers
- She is a transformational leader and has been instrumental in the maintenance of our best-in-class status. Peers
- \_\_\_\_\_'s leadership style is one that should be mirrored in the organization as we develop a culture of servant leadership. Direct Reports
- She is professional, reliable, ethical, and thoroughly engaged. She demonstrates this by showing up every day, providing feedback and stewardship for all her reports. Direct Reports
- \_\_\_\_\_ is very focused on collaboration with other departments specifically those with which her team is involved on a routine basis. Other