# 360° Feedback – Manager and Team Member Assessment

Please answer each of the following questions about your colleague to the best of your ability. If you do not know the answer to any question, simply leave it blank.

Your assessment will be used along with 4 other assessments to build a skills development plan for your colleague. All comments will remain anonymous and confidential and will only be viewed by your colleague’s coach, <coach name>.

On <date>, <coach name> will provide a consolidated summary of results   
to your colleague.

## Leadership Skills

Please type directly into the space provided below.

|  |
| --- |
| How often does your colleague deliberately seek out feedback on his/her behaviour and leadership qualities? |
|  |
| **How often does he/she reflect on his/her behaviour?** |
|  |
| **In the course of a typical workday, how much attention does your colleague pay to your feelings?** |
|  |
| **Is your colleague easily able to modify his/her communication style to suit the situation?** |
|  |
| **How successful is your colleague at harnessing conflict in a productive and creative way?** |
|  |
| **How quickly does your colleague recognise what others are thinking and feeling?** |
|  |
| **Does your colleague find it easy to describe himself/herself? How do you think he/she would describe himself/herself?** |
|  |
| **Which leadership style do you think best describes your colleague and why?**   * Visionary – architect of change, questions tradition * Traditional – decisive, follows through on commitment * Negotiating – gets job done, challenges, is adaptable * Charismatic – strong interpersonal skills, persuasive, influencing |
|  |

## 

## Thinking Skills

Please enter your score in each of the boxes in the right column below.

|  |  |  |
| --- | --- | --- |
| How do you rate your colleague on a scale of 1-10 for each of the following qualities?   1 = he/she never does this,  5 = sometimes he/she does and sometimes he/she doesn’t do this   10 = he/she always does this | | |
| He/she displays genuine curiosity | *Your score:* |  |
| He/she is non-judgemental | *Your score:* |  |
| He/she never make assumptions | *Your score:* |  |
| He/she analyses data quickly and efficiently | *Your score:* |  |
| He/she is aware of the impact of his/her decisions on short and long-term goals | *Your score:* |  |
| He/she thinks laterally and ‘out of the square’ | *Your score:* |  |
| He/she is genuine and ‘his/herself’ when with others | *Your score:* |  |
| He/she has the knowledge and skills to lead the his/herself and others through change | *Your score:* |  |
| He/she is solution-focused rather than problem–focused | *Your score:* |  |
| He/she regularly updates his/her professional knowledge | *Your score:* |  |
| He/she is good at solving problems | *Your score:* |  |
| He/she is comfortable with the unknown | *Your score:* |  |
| He/she is receptive to new ideas | *Your score:* |  |
| He/she can rapidly process information | *Your score:* |  |
| He/she communicates his/her ideas clearly and succinctly | *Your score:* |  |