

INSIGHTLINK 360° ASSESSMENT SAMPLE SURVEY

Using the scale below, please rate your performance by indicating how often you exhibit this behavior effectively.

1. COMMUNICATION (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You present verbal information in a clear and concise manner	<input type="checkbox"/>					
You prepare written materials that are accurate, clear and complete	<input type="checkbox"/>					
You deliver well structured and persuasive reports and recommendations	<input type="checkbox"/>					
You present compelling business cases for requests	<input type="checkbox"/>					
You listen effectively	<input type="checkbox"/>					
You seek clarification if necessary	<input type="checkbox"/>					
You keep the appropriate people informed by providing timely and accurate information about the right matters	<input type="checkbox"/>					
You are able to articulate the Mission, Vision, Values and Goals of the organization	<input type="checkbox"/>					

2. ACCOUNTABILITY (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You understand the goals, expectations, and accountabilities of the department/organization	<input type="checkbox"/>					
You follow through on commitments	<input type="checkbox"/>					
You set reasonable expectations of yourself	<input type="checkbox"/>					
You are able to adapt to changing circumstances/requirements	<input type="checkbox"/>					
You seek out development opportunities	<input type="checkbox"/>					
You accept responsibility for your own actions	<input type="checkbox"/>					

3. LEADERSHIP (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You seek solutions rather than blame when interacting with others	<input type="checkbox"/>					
You empower others	<input type="checkbox"/>					
You demonstrate trust in your team's abilities	<input type="checkbox"/>					
You give staff flexibility to determine the best methods for accomplishing assignments	<input type="checkbox"/>					
You work to manage tasks, issues, etc. themselves to the fullest capability before getting more senior people involved	<input type="checkbox"/>					
You behave in ways that are consistent with the company's values	<input type="checkbox"/>					

4. CREATIVITY AND INNOVATION (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You develop creative strategies grounded in business requirements for projects	<input type="checkbox"/>					
You develop fresh thinking to identify new opportunities	<input type="checkbox"/>					

5. PROBLEM SOLVING (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You focus on details while keeping the big picture in mind	<input type="checkbox"/>					
You make timely decisions based on all information available	<input type="checkbox"/>					
You take ownership and full accountability of issues and see them through to resolution	<input type="checkbox"/>					
You are able to focus on the most important things first	<input type="checkbox"/>					

6. MANAGING PEOPLE (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You provide training and developmental assignments as appropriate	<input type="checkbox"/>					
You recognize and/or reward others for their contributions and commitment	<input type="checkbox"/>					
You provide ongoing feedback so others know how they are doing	<input type="checkbox"/>					
You adapt your management style as appropriate	<input type="checkbox"/>					
You spend sufficient time with your team for mentoring, coaching and problem solving	<input type="checkbox"/>					

7. MANAGING WORK FLOW (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You assign tasks and deadlines effectively	<input type="checkbox"/>					
You delegate responsibility for results in a way that makes best use of others' talents and interests	<input type="checkbox"/>					
You support your team's performance by removing obstacles to success	<input type="checkbox"/>					
You remain focused on overall project goals	<input type="checkbox"/>					
You structure overall projects efficiently	<input type="checkbox"/>					
You complete project deliverables within the required timeframe	<input type="checkbox"/>					

8. BUILDING RELATIONSHIPS (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You contribute to an environment in which people feel appreciated and recognized for their contributions	<input type="checkbox"/>					
You treat others with respect	<input type="checkbox"/>					
You embrace new ideas	<input type="checkbox"/>					
You seek to foster relationships with people outside of your own department/organization	<input type="checkbox"/>					
You work effectively across constituents (clients, peers, direct manager, staff)	<input type="checkbox"/>					
You encourage team building	<input type="checkbox"/>					
You are approachable and willing to help	<input type="checkbox"/>					
You are viewed as credible and reliable	<input type="checkbox"/>					

9. CUSTOMER SERVICE (RATE EACH ITEM LISTED BELOW)	Always	Frequently	Sometimes	Rarely	Never	N/A Don't Know
You provide high quality customer/client service	<input type="checkbox"/>					
You are able to tactfully deliver key messages to business stakeholders and external partners	<input type="checkbox"/>					
You look to instill standardized processes and support structures to your respective areas of responsibility	<input type="checkbox"/>					
You focus on continuous improvement	<input type="checkbox"/>					

10. How have you contributed to the success of your group and/or this department?

11. What suggestions would you make to help improve your performance?

Note: This version is the self rating survey and therefore refers to “you” throughout. The survey for participants rating others will have the statements worded differently.

If you would like to see a full working demo of the Insightlink 360° system, contact us toll-free at 866-802-8095 x705.