

# 360 assessment

## Introduction

1. This module allows conducting 360 assessments, 180 assessments, and any other assessments where people evaluate other people.

2. The application implements a **three-level model** to describe various competency models.

**Level 1 - competence.** For example, "Teamwork".

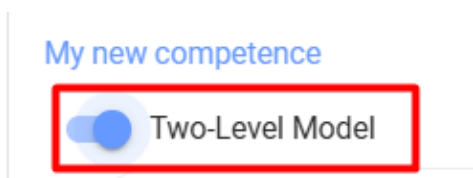
**Level 2 - Manifestation indicator.** For example, for the "Teamwork" competence: "Shows interest in colleagues' opinions", "Quickly establishes contact and maintains partnerships", etc.

**Level 3 - assessment.** It can be any value: 1, 2, 3, 4, 5; or "Manifests", "Does not manifest"; or "Good", "Average", "Excellent", etc.

Any values can be set at each level.

If a company uses a two-level model "Competence-Assessment", then when creating a competence, manifestation Indicators will not be added, and the competence itself will be assessed directly.

In the Competence management module, the choice between a one- or two-level model is made by activating the toggle switch for each competence:



## 3. General assessment procedure

3.1. In the Competence management module:

- Create a [competency](#) model;
- Add a rating scale to be used for assessing the evaluated individuals.

3.2. . Creating the assessment itself in the Settings - 360 Assessment section.

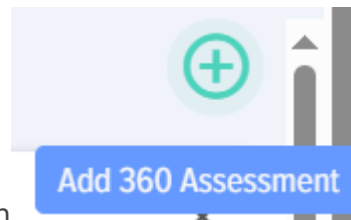
- Assessment setup.

- Selection of evaluated individuals and evaluators. Evaluated individuals are always added by the moderator. Evaluators can be formed in two ways:
  - The moderator forms the list of evaluated individuals, adding each evaluator individually for each evaluated person. Subordinates or managers can be pulled from the organizational structure.
  - Evaluators form the list themselves. This option is activated. Then, evaluated individuals will see a task in their Personal account under My assessments to form the list of evaluators and select a coordinator for this list.
- Selection of competences and the rating scale. Competences can be pulled from the competence block profile. The Profile, competence blocks, and scale are pre-configured in the Competence management module.

3.3. . The status of list formation and the assessment itself can be viewed in the Results tab.

3.4. After completing the assessment, results will be available in the Results tab and in the Reports section.

## Creating an assessment



1. To create a new assessment, click on

2. Fill out the card:

- Name, description of the assessment.
- Select:
  - How to assign tasks (only for Bitrix 24).
  - Whether to publish or not publish the assessment results in the evaluated individual's Personal account.
  - Whether to hide or not hide evaluator data.
- Select the assessment dates. These dates are informational and do not affect anything.

3. Form the lists of evaluated individuals and evaluators. The list of evaluated individuals is always added by the moderator. The list of evaluators can be formed in two ways:

- By the moderator.
- Launch the mechanism for evaluated individuals to form the evaluator list themselves.

4. **The mechanism for evaluated individuals to form the evaluator list** is as follows:

The moderator adds the list of evaluated individuals and activates the function



## Formation of Evaluators List by Evaluated Individuals



Publish 360 Assessment

Fills out all other sections of the assessment



Save



Close

and saves it without publishing: