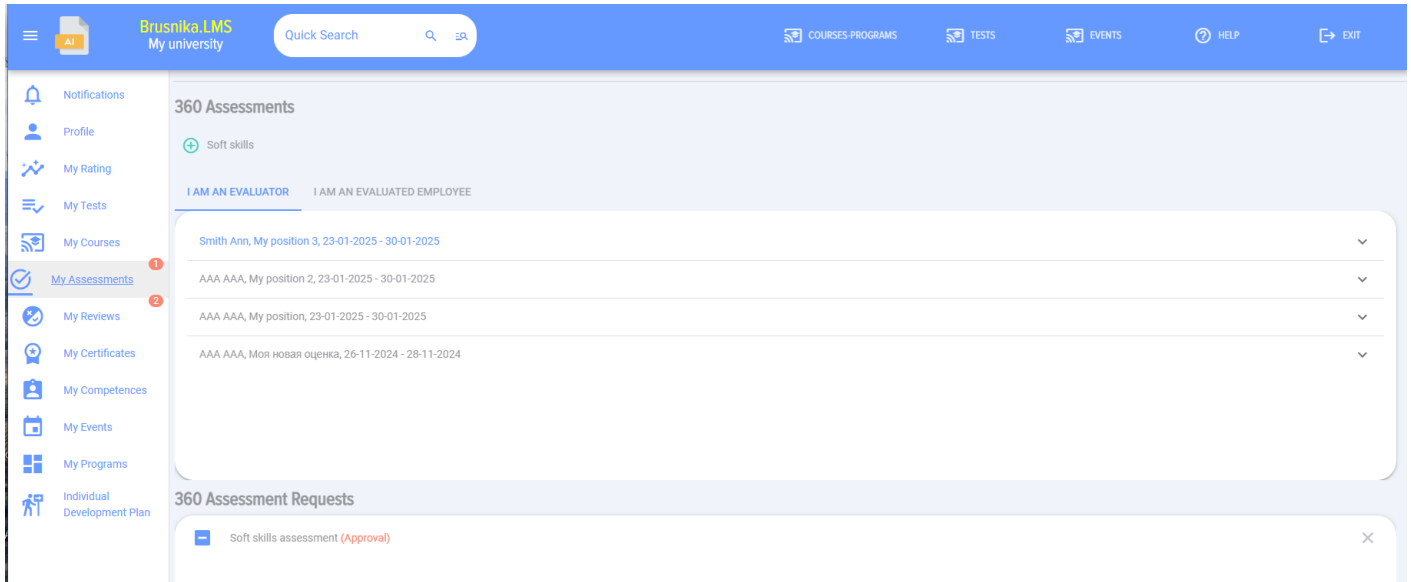


# My assessments

Myassessments tab:



The tab contains 4 blocks:

- Block for forming the list of evaluators (upper block);
- Block for conducting assessment and self-assessment (tab "I AM THE EVALUATOR");
- Block with assessment results (tab "I AM THE EVALUATOR"). If the option "Publish in the personal account of evaluated was selected when creating the assessment, the results will be in this tab;
- Block for coordinating the list of evaluators, if the employee is selected as the coordinator.

For information. Forming a list of evaluated and evaluators.

The app moderator always adds evaluated (Moderator Menu - 360 Assessment). The evaluated are added when creating a new 360 assessment. There are two ways to form evaluators:

- By the evaluators themselves. The evaluators must also select those who will coordinate this list. The assessment will be launched after the lists have been formed and coordinated.
- By the moderator. When creating an assessment.

A block for forming a list of evaluators (upper block);

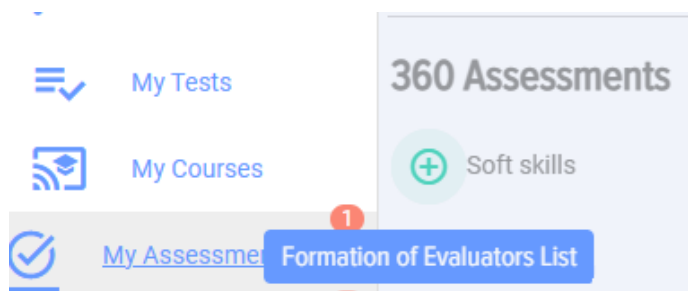
If the moderator activated the option "Formation of evaluators list by evaluated individuals" when creating the assessment"

The list of evaluators can be formed in two ways: by the moderator or by the evaluated individuals. When activated, the list formation will be done by the evaluated individuals. After the assessment is published, the evaluated individuals will receive a task in the personal account section of the "University" application under My Ratings to create the list and select approvers. The assessment will start when all lists are formed.



Formation of Evaluators List by Evaluated Individuals

then the employee who is selected as evaluated in this block will have an element for creating a list of evaluators and coordinators this list:



To create a list, you need to click on the plus and in the form that opens, add those who evaluate and coordinate the list:

### Formation of Evaluators List

To submit a request, select Evaluators and an Approver for the 360 Assessment for yourself

#### Add Evaluators

Add evaluators using the buttons below

EMPLOYEE SUBORDINATES MANAGER

APPROVER +

Approval is required for the 360 Assessment assignment. Select an approver.

Save

Block "I am an evaluator".

In this block, the employee acts as the evaluator and gives grades to those employees for whom he is selected as the evaluator.

The assessment is presented as a drop-down list with the name of the evaluated, the title and the assessment period.

Smith Ann, My position 3, 23-01-2025 - 30-01-2025

After assigning a rating, you can enter comments that will be added to the report.

Reference. Competency management model in the application.

You can create a single-level or two-level competency model in the application.

Single-level competency model:

- Competency 1
- Competency 2

Two-level model:

- Competency 1:
  - Manifestation indicator 1.1
  - Manifestation indicator 1.2 - assessment
- Competency 2:
  - Manifestation indicator 2.1 - assessment
  - Manifestation indicator 2.2 - assessment

Rating scales. You can create an unlimited number of any rating scales in the application.

Block "I AM THE EVALUED".

This section presents the results of the employee's assessments when he acted as the evaluated. The results will be available if the moderator activated the item when creating the assessment:

Publish in the Evaluated's Personal Account



Publication of assessment results in the personal account of the evaluated individual after all evaluators have given their ratings.

The results contain the following information:

- Name of the evaluated, title and dates of the assessment
- The assessment scale used;
- Number of respondents who participated;
- Assessment results (average values);
- Comments.

## 360 Assessment Application Block.

If the list of evaluators in the assessment is formed by the evaluateds, then the evaluated, in addition to the list itself, must select coordinators. Those employees who will coordinate this list. As a rule, this is the immediate supervisor of the assessee.

If an employee is selected as a coordinator, then it is in this section that the assessment will appear with the list that must be coordinated. The coordinator can coordinate the list, make adjustments to it, or not approve it.

The mechanisms of the 180/360 assessment module are presented in more detail in the section “[360 Assessment](#)”.

Rating statuses in the Personal Account:

- Your rating is required;
- Rating given.

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Revision #3

Created 2 February 2025 12:43:13 by Maria

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