

People Skills 360[®]

Raters

Selecting raters is an important aspect of your learning from the People Skills 360 assessment. When possible, select individuals who have known you for at least six months; it is best if they have known you for at least a year.

You may be in an unconventional situation in which you do not have a boss or direct reports. You may even want to use People Skills 360 for family and personal perspectives.

If it doesn't matter to you which group raters are in, then you might simply put everyone in the "Other" category. Their email from the administration system will indicate that their data will be listed in the "Other" category.

If group perceptions are important to you, keep in mind that you can have as many in a group as you would like. For example, if you wanted to use this assessment related to your leadership in a volunteer role you might:

- ❖ Ask all members of the Board of Directors to be in the "Boss" category.
If family, ask a spouse or siblings to be in the "Boss" category.
- ❖ Ask all committee or task force members to be in the "Direct Report" category.
If family, ask children to be in the "Direct Report" category.
- ❖ Ask full time staff to be in the "Peer" category.
If family, ask close friends or other close family members to be in the "Peer" category.
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It is vital that you tell your raters which category their ratings will be used for analysis.

Remember: you may have as many raters in a category as you like but you must have at least three raters in a category to get a category average.

Remind raters that their scores are confidential and that all written comments are reported exactly as written. Make sure to point out that the written comments are very valuable.